

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, November 4, 2013 8:00 a.m.
Lincoln County Service Center – Room 255/257**

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

MEMBERS NOT PRESENT: Don Nelson

VISITORS: Randy Scholz, Nancy Bergstrom, Jeff Hetfeld, and Robert Lee

1. **Call Meeting to Order:** Chair Caylor called the meeting to order at 8:00 a.m.
2. **Approve Minutes of Previous Meeting(s):** Motion by Woller, Second by Rusch. All ayes.
3. **Land Information & Conservation Department Restructuring - Updated job descriptions:**

Randy went through the restructuring with Committee. Frank Saal who is also the Chair of that Committee also updated the Committee on the change and the reason for it. The Land Conservation Committee approved the restructuring. The Personnel Committee needs to approve the job descriptions. They were reviewed and motion by Woller, second by Rusch to approve the job descriptions. All ayes.
4. **Request to Fill Authorized Position(s)**
 - a. Information Technology Department – Information Technology Director
Scholz informed the committee that the Information Technology Director has resigned, and he is looking to fill the position as soon as possible. He would also like the opportunity to advertise as soon as possible, in order to fill the position quickly. This is pending approval of the Administrative and Legislative Committee which is the oversight committee and will be meeting later today. Motion by Woller, Second by Saal to approve the position and advertising.
5. **Recruitment and Retention of County Employees:** Scholz gave a presentation about a wage study that was done called Northern Wisconsin Minnesota Custom based Wage Survey, he explained the methodology for the study and the counties and municipalities that participated in the study. This indicated that most of our job descriptions fit within the study. Randy reviewed the options to the Committee, discussion was held. Randy will bring forward more information at the next committee meeting. No action was taken.
6. **Administrative Coordinator's report:** Randy informed the committee of some of the meetings he had, and the report was placed on file.
7. **Set next meeting date(s):** December 2, 2013 and January 6, 2014
8. **Adjourn:** Motion by Rusch, second by Caylor to adjourn at approximately 8:49 am.