

**Meeting Minutes of  
Lincoln County Personnel Committee  
Monday, December 9, 2013 8:00 a.m.  
Lincoln County Service Center – Room 248**

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

**MEMBERS NOT PRESENT:** Don Nelson (excused)

**VISITORS:** Randy Scholz, Dan Leydet, Jerry Jagmin, Nate Walrath, N.L. Bergstrom

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 Rusch, Second by Woller. All ayes.
3. **Request to Fill Authorized Position(s)**
  - a. Social Services Department– Child Support Specialist: No action taken. Request may be back on next month’s agenda.
  - b. Sheriff’s Office – Telecommunicator: Scholz indicated that the vacancy occurred due to a transfer. He has no issue with filling since it is part of their minimum staffing requirements. Motion by Woller, second by Caylor. All ayes.
  - c. IT Department – Network Engineer Position: Scholz indicated that the position opened up since Travis Spoehr took the IT Director Position. Important position to be filled. Motion by Woller, Second by Rusch. All ayes.
  - d. Highway Department – Shop Foreman: Jerry Jagmin, who was in attendance, indicated that the long-term employee shop foreman has retired, and he is looking to fill the position. Scholz had no concerns about filling the position as they are down to one shop foreman for the entire county. Motion by Woller, second by Rusch. All ayes.
4. **Highway Department – Personnel Policy Review:** Jerry Jagmin talked to the committee about the changes. Scholz also indicated that he felt the changes would help clarify the policies and allow the employees to know the expectations from the county. Motion by Woller, Second by Rusch. All ayes.
5. **Recruitment and Retention of County Employees:** Scholz addressed committee, continued conversation from previous meetings. His recommendation is to look at a 3% increase for 2015, the committee will have to make a decision about that in February during normal budget process. Discussion was held by the committee. Randy Scholz also talked about procedure and wanted feedback from the committee to know if they wanted standard policy with strict rules or standard policy so the committee had some leeway. They wanted a policy created that had leeway for the committee. Scholz will work on that for the next meeting. No action taken.
6. **Administrative Coordinator’s report:** Randy informed the committee of some of the meetings he had had, and the report was placed on file.
7. **Set next meeting date(s):** January 6, 2013 and February 3, 2014
8. **Adjourn:** Motion by Rusch, second by Caylor to adjourn at approximately 8:40 am. All ayes.