

**Meeting Minutes of  
Lincoln County Personnel Committee  
Monday, March 2, 2015 8:00 a.m.  
Lincoln County Service Center – Room 248**

**MEMBERS PRESENT:** Dan Caylor, Patsy Woller, Julie Allen, Greta Rusch and Curtis Powell

**MEMBERS NOT PRESENT:**

**VISITORS:** Randy Scholz, Dan Leydet, and Cindy Kimmons

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 to approve the minutes from the previous meeting. All ayes.
3. **Request to fill authorized position(s)**
  - a. Clerk of Court – Legal Secretary: Cindy Kimmons presented to the committee the reasons to fill the position. Motion to fill by Powell, Second by Allen. All ayes.
  - b. Social Services – Social Services Director & Set Salary Grade for Position: Administrative Coordinator Scholz indicated the need to fill the position and move the pay grade from grade 19 to grade 16, which was not addressed when Family Care came in. It is the proper grade for the current responsibilities and size of the department. Motion to fill and set grade position by Powell, Second by Caylor. All ayes.

Motion by Allan, Second by Woller to go into Closed Session and allow Administrative Coordinator Scholz and Dan Leydet to participate in closed session. Roll call vote, all ayes.

**Closed Session**

4. Under Sec. 19.85(1) (f) “considering medical, social or personal history of a specific person which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.”
  - a. Leave of absence request – Dawn Bergs

Motion by Rusch, second by Woller to enter open session. Roll call vote, all ayes.

**Open Session**

5. **Take any necessary action on item discussed in closed session.** Motion by Rusch, Second by Woller to approve leave request. All ayes.
6. **Administrative coordinator’s report:** Scholz reviewed his report, and it was placed on file.
7. **Set next meeting date(s):** April 6
9. **Adjourn:** Motion by Powell, Second by Allen to adjourn at 8:20 a.m. All ayes.