

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, April 6, 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 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(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. Sheriff's Office – 911 Telecommunicator & Administrative Secretary: Sheriff Jaeger explained the reasons for the 911 Telecommunicator position. Motion by Powell, Second by Woller to approve filling the vacancy. All ayes. Sheriff Jaeger explained the need for filling the administrative Secretary position. Motion by Powell, second by Allen to approve filling the vacancy. All ayes.
 - b. Social Services - Staff Aid & Energy Assistance/Clerical: Scholz explained the reason for the staff aid position and the reason for a reduction from 17 to 15 hours. Motion by Allen, Second by Rusch to fill the vacancy. All ayes. Scholz explained the reason to fill the energy assistant position. Motion by Woller, Second by Rusch to fill the position. All ayes.
 - c. District Attorney Office – Legal Secretary: District Attorney Don Dunphy explained the need to fill the DA Legal Secretary position. Motion by Woller, Second by Allen to fill the vacancy. All ayes.

Motion by Powell, Second by Allen to go into Closed Session and allow Administrative Coordinator Scholz and Sheriff Jaeger 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 – Daniel Kriese

Motion by Powell, second by Caylor 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 the request as presented. All ayes.
6. **Tentative agreement with WPPA - Sheriff Office – Deputies:** Scholz and the Sheriff explained the contract. Motion by Powell, Second by Rusch to ratify the contract. All ayes.
7. **Correctional Officers vacation schedule/ pay for certified training officers:** Scholz explained the changes to the vacation schedule and the reasons for the pay for certified training officers for Correctional Officers and 911. Scholz explained that all changes would start January 1, 2016. Motion by Powell, Second by Allen to approve. All ayes.

8. **Set wages for county employees for 2016:** Scholz explained that they are trying to increase pay up to a 2 percent. Motion by Woller, Second by Rusch to approve up to a 2 percent wage increase for employees for 2016.
9. **Administrative coordinator's report:** Scholz reviewed his report, and it was placed on file.
10. **Set next meeting date(s):** May 4, 2015 and June 1, 2015
11. **Adjourn:** Motion by Powell, Second by Rusch to adjourn at 8:35 a.m. All ayes.

Minutes prepared by Randy Scholz