

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, May 4, 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, Diane Wessel, and Diana Petruzates

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. Treasurer - Deputy Treasurer: Treasurer Petruzates and Finance Director Leydet addressed the committee and explained some duties would be shared with this position between the two departments. They are requesting the position to go to forty hours and Leydet will reduce the Account Tech/Bookkeeper to twenty hours. Motion by Powell, Second by Rusch to fill the position. All ayes.
 - b. Finance – Accounting Tech/Bookkeeper: Finance Director Leydet requested the position to be reduced to twenty hours, because of the reasons explained under the Deputy Treasurer Position request. Motion by Powell, Second by Allen to fill the position. All ayes.
 - c. Land Services – Zoning Program Manager: Land Services Administrator Wessel explained the reason for the vacancy and the need to fill it as soon as possible. Motion by Rusch, Second by Woller to fill the position and move forward with advertising the position as soon as possible. All ayes.
4. **Vacation schedule – able to use one week from date of hire:** Administrative Coordinator Scholz explained the reason to increase the beginning vacation schedule to one week after hire and one week after 6 months for a total of two weeks in the first year. Motion by Powell, Second by Rusch. All ayes.
5. **Administrative coordinator’s report:** Scholz reviewed his report, and it was placed on file.
6. **Set next meeting date(s):** June 1, 2015 and July 6, 2015
11. **Adjourn:** Motion by Caylor, Second by Powell to adjourn at 8:15 a.m. All ayes.

Minutes prepared by Randy Scholz