

**Meeting Minutes of
Lincoln County Personnel Committee
Monday, December 7, 2015, 8:00 a.m.
Lincoln County Service Center – Room 248**

MEMBERS PRESENT: Curtis Powell, Patsy Woller, Julie Allen, Bob Lussow, and Greta Rusch

MEMBERS NOT PRESENT:

VISITORS: Randy Scholz, Cindy Kimmons, Tucker Johnson

1. **Call Meeting to Order:** Chair Powell called the meeting to order at 8:03 a.m.
2. **Approve Minutes of Previous Meeting(s):** Motion by Allen, Second by Woller to approve the minutes from the previous meeting on November 2, 2015. All ayes.
3. **Request to fill authorized position(s):**
 - a. Clerk of Court Office – 2 Legal Secretary: Cindy Kimmons, Clerk of Court, presented to the committee the reasons for the vacancies and why they should be filled. Motion by Lussow, Second by Rusch to fill vacancies. All ayes.
 - b. Land Services – GIS Surveying Specialist: Administrative Coordinator Scholz indicated that the current GIS Surveying Specialist is taking over for Marge Johnson because of her retirement as a Real Property Lister. Motion by Woller, Second by Lussow to fill position. All ayes.
 - c. Administration – Personnel Specialist: Administrative Coordinator Scholz indicated the vacancy due to retirement. Motion by Lussow, Second by Allen to fill the vacancy. All ayes.
4. **Employee Benefits – Looking at adding – Off the job accident, Critical Illness/Cancer, and Universal life with long term care insurance:** Tucker Johnson from Security Plus explained the voluntary benefits for employees. Administration will roll out the plans later in 2016. Motion by Lussow, Second by Woller to approve. Motion passed on a 4-1 vote.
5. **Tentative contract agreement with WPPA – Sheriff’s Office – Supervisors:** Administrative Coordinator Scholz went over the changes in the contract and explained the changes in the contract. Motion by Lussow, Second by Rusch to approve. All ayes.
6. **Annual Review of Personnel Policy:** Discussion was held. Motion by Woller, Second by Lussow to approve the Personnel Policy. All ayes.
7. **Administrative Coordinator’s report:** The report was placed on file.
8. **Set Next Meeting Dates:** January 4, 2016 and February 1, 2016
9. **Adjourn:** Motion by Rusch, Second by Woller to adjourn at 9:02 a.m. All ayes.