

Warren County Salary Board Minutes
February 9, 2022 1:00 p.m.
Commissioners Conference Room

Board Present: Commissioner Benjamin Kafferlin, Commissioner Jeff Eggleston, Dennis Munksgard, Treasurer, and Judge Skerda

Staff Present: Pamela J. Matve, Chief Clerk, Lisa Hagberg, Finance Director, Kim Exley, H.R. Administrator, Kaylan Miller, Employee Benefits & Risk Administrator, Sheriff Brian Zeybel, Carrie Hendrickson, and Lisa Burkhouse, Register and Recorder

Citizens Present:

Commissioner Benjamin Kafferlin called the meeting to order stating the meeting is being recorded.

Approval of Minutes: Motion was made by Dennis Munksgard, Treasurer, seconded by Commissioner Jeff Eggleston to approve the minutes from the January 12, 2022 meeting.

Old Items:

List of all Positions: Kim Exley, Employee Relations Administrator stated that she is very close to finishing the list of all positions for each department.

Commissioner Benjamin Kafferlin stated that this list will identify any positions that are vacant.

Kim Exley, Employee Relations Administrator stated that this will also help to track open positions within each department.

Commissioner Jeff Eggleston stated that there are only a few departments, is it necessary to put this much time into it.

Commissioner Benjamin Kafferlin stated that he feels this is necessary, as it will tell us how many positions are in each department, and what is open.

Dennis Munksgard, Treasurer stated it should be based on what was budgeted.

Planning & Zoning: Kim Exley, Employee Relations Administrator stated that there may be an open position in planning & zoning coming up. This position will need more than a few weeks of training.

Commissioner Jeff Eggleston stated that the Commissioners need to have an executive session to discuss the makeup of that department.

New Business:

Temporary help in the Register/Recorder Office: Lisa Burkhouse, stated that the office still has a backlog to catch up on. The part time person that was interested did not come to fruition.

Lisa asked if there was any way to consider allowing Emily Yeagle to come in and work extra hours, no more than 40 hours per week; this would not be every day. And also increasing Jodi Sterling to 29 hours per week. She then asked that the Register of Wills position go back to a full-time position.

There is also the part time administrative position available that is not filled. If we can fill this, that would help the office also.

Commissioner Benjamin Kafferlin stated that it is not in the budget for making the position full time for this year. But the Administrative position has already been approved, therefore it just needs posted and filled. Keep in mind this is only a 13-week position.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve increasing the hours of Jodi Sterling to 29 hours per week, not to exceed 999 hours for the year, and approving up to 40 hours for Emily Yeagle.

Dennis Munksgard, Treasurer asked, how do to gage how far behind you are. Are you keeping up with the current day to day duties?

Lisa Burkhouse, Register and Recorder stated that it is tricky, but they are keeping up with day to day, and doing what backlog they can. They are also heading into their busy season.

Dennis Munksgard, Treasurer stated that he has been in Lisa's position and he would support making the Deputy of Wills a full-time position as it was in the past.

After no further discussions, the above motion was called and the motion carried unanimously.

DRO Reclassification of the Intake Clerk to Office Manager: Commissioner Benjamin Kafferlin stated that because this was not on the agenda, we can discuss this today but cannot take a vote.

Judge Skerda stated that the union has brought this to the attention of Carrie Hendrickson stating that when the part time records clerk was eliminated, that work then went to the Intake Clerk. After reviewing the duties of the Intake Clerk, the union stated that this position should be an office manager position.

Lisa Hagberg, Finance Director agreed, this has come out of the union negotiations.

Commissioner Benjamin Kafferlin stated that in reorganizing the scope of work, he agrees. Currently there is no office manager position in domestic relations, therefore, this position will need to be created and the position of intake clerk will need to be rescinded.

Commissioner Benjamin Kafferlin stated that he is in support of this, and asked that this be placed on the March Salary Board Agenda.

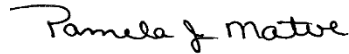
Adjournment

Motion was made by Dennis Munksgard, Treasurer, seconded by Commissioner Jeff Eggleston to adjourn the meeting into executive session. Motion carried unanimously.

Meeting adjourned at 1:28 p.m.

Executive Session: None

Respectfully,



Pamela J. Matve
Chief Clerk

