

Warren County Salary Board Minutes
January 12, 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 November 21, 2021 meeting.

Old Items:

New Business:

Bonus for Judicial Law Clerk: Judge Skerda stated that they do have a Law Clerk who will start April 1, 2022. So, to address this time frame making the bonus for six pays that total \$8,230.67.

Commissioner Benjamin Kafferlin stated that while we want to take into consideration the extra duties, they have had to handle we want to look at the time in 2021 for today, and talk 2022 in the future.

Kim Exley, Employee Relations Administrator stated that Emily Millspaugh has taken the extra duties since November 1, 2021 through December 31, 2021. Using the formula as we have in the past would make this bonus \$2,707.46.

Motion was made by Commissioner Jeff Eggleston, seconded by Judge Skerda to approve the \$2,707.46 bonus for Emily Millspaugh for taking on extra duties during November and December 2021. This motion was passed with a four to one vote. Commissioner Benjamin Kafferlin, Commissioner Tricia Durbin, Commissioner Jeff Eggleston, Judge Skerda, yay, and Dennis Munksgard, Treasurer Nay.

Bonus for Assistant Public Defender: Kim Exley, Employee Relations Administrator stated that using the same formula Francis Waweru handled all the cases for the public defender's office for a period from August 26, 2021 until the Public Defender started on November 1, 2021. This then makes the bonus proposed at \$2,692.30.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to approve the \$2,692.30 bonus for Francis Waweru for taking on the extra duties in the public defender's office during August through November 2021.

Commissioner Jeff Eggleston stated that Francis went above and beyond working nights and weekends to keep that office afloat until the new Public Defender started and has done a tremendous job.

Judge Skerda stated that when the inmates are not pleased with the representation they are getting from the public defender's office, her office receives the letters of complaint. Judge Skerda stated that she did not receive any complaints during that time frame.

Dennis Munksgard, Treasurer stated that he is opposed to any bonuses; these are salaried positions and you do what it takes to keep your office going. You do not get bonuses in the public sector for taking on additional duties.

Commissioner Benjamin Kafferlin stated that the private sector does get bonuses for doing good jobs, they come in the form of Christmas bonuses and such.

Commissioner Jeff Eggleston stated that in these cases it is being paid with unutilized budget dollars. He then stated that he also worked in the public sector and had to do extra duties when his department was shorthanded and he also received a bonus for that good work.

Commissioner Tricia Durbin stated that will we not be over budget. She stated that she agrees that the Assistant Public Defender did a great job.

After no further discussion the motion was called to question and passed with a four to one vote. Commissioner Benjamin Kafferlin, Commissioner Tricia Durbin, Commissioner Jeff Eggleston, Judge Skerda, yay, and Dennis Munksgard, Treasurer Nay.

DRO Enforcement Supervision Officer to Enforcement Officer reduction in hours: Carrie Hendrickson stated that in the past the position of Enforcement Supervision Officer was created working forty hours per week and this person worked with Adult Probation. Over time this was not working out as the two departments could not agree with things. So, it diminished to just being an Enforcement Officer; she asked that the Enforcement Supervision Officer be eliminated and the employee become an Enforcement Officer and the hours reduced to 37.5 per week like the other Enforcement Officers.

Motion was made by Judge Skerda, seconded by Commissioner Jeff Eggleston to approve the elimination of the Enforcement Supervision Officer, creating a third Enforcement Officer position and reducing the hours to 37.5 per week. Motion carried unanimously.

Temporary help in the Register/Recorder Office: Lisa Burkhouse, Register and Recorder stated that the office is behind and she is asking for some temporary help to get caught up. The staff has done a great job but the wills are about four months behind.

This temporary help will get us above water. She stated that she does have someone who has offered to come back and help, she was the Deputy of Wills until she resigned her position. After three months we can honestly take a look at staff and the needs.

Commissioner Benjamin Kafferlin stated that she is asking for a three-month time frame.

Lisa Hagberg, Finance Director stated that this was not budgeted but we can use records improvement funds to cover the costs.

Dennis Munksgard, Treasurer asked everyone to double check the code to see if you can use records improvement funds to pay an employee, or does it have to be a contracted person doing the job.

Commissioner Jeff Eggleston stated he has looked into this but will again and also, we can use the contingency fund.

Commissioner Tricia Durbin asked if we could make it a 1099 contracted position for three months.

Kim Exley, Employee Relations Administrator suggested bringing her back at 24 hours per week and see what she gets done.

Dennis Munksgard, Treasurer stated she would be doing what other union employees are doing, therefore making it a part time union position.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to create one temporary three-month administrative position at \$13.75 per hour for a period of three months at 24 hours per week in the Register/Recorder office.

Dennis Munksgard, Treasurer stated that we need to support Lisa Burkhouse, Register and Recorder with the circumstances that this office was left.

Commissioner Benjamin Kafferlin agreed, Lisa has also gone to other counties and had them come here for some guidance. She herself has come in on weekends and evenings.

Lisa Hagberg, Finance Director stated that the law states a part time person can work up to 29 hours.

Commissioner Jeff Eggleston amended his prior motion to state that this part time person will work 29 hours per week, this was seconded by Commissioner Tricia Durbin.

The motion to amend the first motion to make the position part time at 29 hours was called and carried unanimously.

The motion to create one temporary three-month administrative position in the Register/Recorder office at \$13.75 per hour was called and carried unanimously.

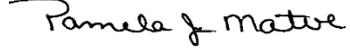
Adjournment

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

Meeting adjourned at 1:39 p.m.

Executive Session: 1:40 to 1:51 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

