

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

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

Staff Present: Pamela J. Matve, Chief Clerk, Lisa Hagberg, Finance Director, Kim Exley, H.R. Administrator, Kaylan Miller, Employee Benefits & Risk Administrator, and Carrie Hendrickson, Director of F/W Domestic Relations

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 February 9, 2022 meeting.

Old Items:

DRO Reclassification of the Intake Clerk to Office Manager: Carrie Hendrickson stated that with the combining of two positions, the intake clerk is doing much more than that job entails. She is requesting that the Intake Clerk be eliminated, and make this position an Office Manger at a rate of \$15.00 per hour as stated in the union contract.

Motion was made by Judge Skerda, seconded by Commissioner Jeff Eggleston to create an office manager position, and eliminate the Intake Clerk position. The rate for this position is set by the bargaining agreement. Motion carried unanimously.

New Business:

Bonus for Law Clerk: Judge Skerda asked that the law clerk be given the standard bonus for doing the job of two law clerks until one could be hired. An offer has been extended and accepted and second law clerk will start April 1, 2022.

Judge Skerda stated that she would accept this being paid in April, but as she was attending today, she thought she would bring this up.

Commissioner Benjamin Kafferlin asked if H.R. has any details as to what the amount of the bonus would be to which this was not presented. Commissioner Benjamin Kafferlin stated that since we do not have details in front of us, he asked that this be tabled.

Motion was made by Judge Skerda, seconded by Commissioner Jeff Eggleston to table this item until the April Salary Board meeting. Motion carried unanimously.

FWHS Salary Increases (ARPA funding): Kim Exley, Employee Relations Administrator stated that Forest Warren Human Services has been granted \$50,000.00 in ARPA funding, therefore, Ronna Tipton is asking that three supervisors in the ID department get increases due to the added responsibilities of their position.

Kim Exley, Employee Relations Administrator went on to state that the three people that this will affect is Tammi Shippee John Kale and Staci Lehnan. She then went onto state that the added duties will remain ongoing and can be absorbed into the budget when the funding is no longer available.

Commissioner Jeff Eggleston stated that these added duties have increased their load and started with COVID.

Commissioner Benjamin Kafferlin stated that we are not increasing the wage based on person, it is the job. Therefore, we need the position titles.

Motion was made by Commissioner Jeff Eggleston seconded by Dennis Munksgard, Treasurer to table this until the April meeting when the position titles can be presented. Motion carried unanimously.

Creation of Deputy Director of Planning & Zoning: Lisa Hagberg, Finance Director stated that she and Dan Glotz, Director of Planning & Zoning have been working on a succession plan as Dan will be retiring in the next year.

She went onto explain that this person would learn the duties of the Director. We would like to start this position May 1, 2022; it will continue to be a 40 hour per week union position at a rate of \$16.29 as set in the collective bargaining agreement.

Dan Glotz, Director of Planning & Zoning stated that this person would be his alternate to attend meetings that he cannot attend due to scheduling conflicts.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to approve the creation of a Deputy Director in Planning & Zoning at the rate described in the collective bargaining agreement. Motion carried unanimously.

Commissioner Jeff Eggleston then stated that he would be in favor of filling the Zoning Officer position so that the Deputy Director can be just that.

Lisa Hagberg, Finance Director stated that she is already thinking of that for the 2023 budget.

Human Services Sick Bank Committee: Commissioner Benjamin Kafferlin stated that the Salary Board approves the employees that will sit on the sick bank committee.

Kim Exley, Employee Relations Administrator stated that for Human Services they would like to appoint Kathy Lebon, Kim Carlson, Amy Hampsey, Michelle Cantrell and Emily Poole with the alternates being Jen Fromknecht and Paula Craig.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to approve the members as presented for the Human Services Sick Bank Committee. Motion carried unanimously.

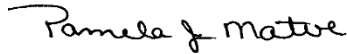
Adjournment

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

Meeting adjourned at 1:23 p.m.

Executive Session: None

Respectfully,



Pamela J. Matve
Chief Clerk

