

Warren County Salary Board Minutes  
May 12, 2021 1:00 p.m.  
Commissioners Conference Room

Board Present: Commissioner Benjamin Kafferlin, Commissioner Tricia Durbin, Commissioner Jeff Eggleston and Dennis Munksgard, Treasurer

Staff Present: Pamela J. Matve, Chief Clerk, Kim Exley, H.R. Administrator, Lisa Hagberg, Finance Director, Kaylan Miller, Employee Benefits & Risk Administrator, Stephanie Eastman, Register/Recorder, Lisa Rivett, Director of Elections, and Krystal Ransom

Citizens Present: Josh Cotton (WTO)

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

**Executive Session:** None

**Approval of Minutes:**

Motion was made by Commissioner Tricia Durbin, seconded by Dennis Munksgard, Treasurer to approve the minutes from April 14, 2021. Motion carried unanimously.

**Old Items:**

**Additional PT guard for single point:** Commissioner Benjamin Kafferlin stated this item was discussed at length a while back and Sheriff Brian Zeybel has given additional information.

Sheriff Brian Zeybel stated that a guard makes half of what a Sheriff Deputy makes which would automatically be a savings as then the Deputy can be doing Deputy things rather than sitting at the door. This would save on the overtime as he would not have to have a Deputy work on Saturdays to serve warrants.

Discussions took place as to how many positions are open, and how many are filled. Sheriff Brian Zeybel stated that he is requesting that moneys be moved around in his budget to hire another Guard. He is good with not filling a part time Deputy position and hiring a part time guard instead.

Dennis Munksgard, Treasurer stated that guards provided rather than Deputies is an automatic savings.

Motion was made by Sheriff Brian Zeybel, seconded by Dennis Munksgard, Treasurer to approve the hiring of a third guard position to work single point at a rate of \$13.74 per hour, no benefits. Motion carried unanimously.

**New Business:**

**Deputy Director of Tax Assessment:** Brian Bull, Chief Assessor explained in the past there was a Chief Director of Tax Assessment, and a Deputy Director of Tax Assessment. When he took the position of Chief Director it was agreed that the Deputy position not be filled. Brian is asking that this position be reinstated so that someone is in charge when he is not in the office.

Dennis Munksgard, Treasurer asked if this was budgeted and Brian stated No, it was not.

Kim Exley, Employee Relations Administrator stated that this is a union position and it is not in line with the union. When asked if this has been brought before the union, the answer was no.

Commissioner Tricia Durbin wanted to confirm that if you move a field assessor to the Deputy position, this leaves an empty field assessor position. Brian stated that no, this person would also do field assessor work, along with a couple of responsibilities they currently do not do.

Commissioner Jeff Eggleston stated that we had agreed not to have a Deputy Chief Assessor. And this was not put into the budget, therefore we would need to study the budget to move funds from one line item to another to pay for this position.

Commissioner Benjamin Kafferlin agreed, and stated that this position would need to be created as it no longer exists.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Tricia Durbin to table this until we have had a chance to review the budget. Motion carried unanimously.

**Deputy Director of Elections:** Commissioner Benjamin Kafferlin stated that this position was put into the 2021 budget as we were anticipating the retirement of Lisa Rivett, Director of Elections; we have just not filled it until now.

Commissioner Jeff Eggleston stated that this position will only be temporary until December 31, 2021, then it will be eliminated for 2022.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to approve the creation of a Deputy Director of Elections at a rate of \$16.29 per hour until December 31, 2021. Motion carried unanimously.

**Register/Recorder moving Deputy of Wills from PT to FT:** Commissioner Benjamin Kafferlin explained the voting process for the elected officials. They are the tie breaker and can only vote for those positions that effect their office.

Kim Exley, Employee Relations Administrator explained that the part time person is making \$16.29 per hour, works 999 hours per year, and received no benefits. Making this full time the wage will not change, and they will work 1,820 hours per year, and receive benefits.

Kim Exley, Employee Relations Administrator went onto state that at the end of 2020, it was decided to move this position to part time. At this time Stephanie Eastman, appointed Register/Recorder is asking to move this position back to full time. Stephanie presented reports showing the transactions are increasing, showing that the traffic is increasing each month.

Commissioner Benjamin Kafferlin stated that unfortunately there was an error in the budget; the benefits line was reduced as one person would not be getting them, but the wage line item was not reduced and it should have been.

Dennis Munksgard, Treasurer then stated that it does not matter who he supports in any election, if it is not in the budget, its not in the budget. He went on to state his reasons for not supporting the change to make this a full-time position. He then stated that whoever is proposing this, is not being fair to the tax payers.

Commissioner Tricia Durbin then stated that she feels we are six months into the year, and we should address this later at budget time.

Stephanie stated that she has invited anyone to come to the office to see what is done, and no one has done so.

Commissioner Benjamin Kafferlin asked Stephanie if she would be interested in doing a time study; having a consultant come in and review/audit the office, and they then will make a recommendation on whether a fulltime person is needed or just a parttime.

Stephanie stated that she does not feel it is necessary, but if that is what is needed to make this happen then yes.

Commissioner Benjamin Kafferlin stated he will make the arrangements to get this completed.

Motion was made by Stephanie Eastman to move the part time Register of Wills to a full-time position at a rate of \$16.29 per hour with benefits.

With no second, this motion is dead.

Commissioner Jeff Eggleston then asked Stephanie Eastman could run the reports going back two years so we can see the trend. Also allowing time to review the budget to see if things can be moved around to accommodate such a change.

Dennis Munksgard, Treasurer disagreed, and stated that he cannot support this position going to full time.

Commissioner Jeff Eggleston stated that without the time study it is hard to determine what is necessary. No one knows what each person does in their daily positions.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to table this with the understanding that Stephanie will provide reports and a time study will be done. Motion carried unanimously.

### **Adjournment**

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

Meeting adjourned at 1:54 p.m.

Respectfully,



Pamela J. Matve  
Chief Clerk

