

Warren County Salary Board Minutes  
July 13, 2022 1:00 p.m.  
Commissioners Conference Room

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

Staff Present: Pamela J. Matve, Chief Clerk, Lisa Hagberg, Finance Director, and Lisa Burkhouse, Register and Recorder

Citizens Present: Josh Cotton (WTO)

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

**Approval of Minutes:** Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to approve the minutes from the May 11, 2022 meeting.

**Old Items:**

**New Business:**

**Register of Wills PT to FT:** Lisa Burkhouse, Register and Recorder, requested that the Register of Wills position in here office be restored to a full-time position.

She then stated that she understands the position was budgeted for part time, and she is willing to use some of her records improvement fund to cover what is needed.

Dennis Munksgard, Treasurer asked her, where are you at getting caught up?

Lisa stated that they are not caught up, but she is working evenings and weekends to stay afloat, along with the staff who is doing a tremendous job to help in any way.

Commissioner Jeff Eggleston stated that we would need the number of what it would be.

Dennis Munksgard, Treasurer stated that he understands the position she is in.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to restore the part time position of Register of Wills to a full-time position with the difference to be handled by the records improvement fund. This is to be effective July 11, 2022.

Denny Munksgard stated that the hours are needed in that office.

With no further discussion, the motion was called and the motion carried unanimously.

**Wage adjustments for the HR and Fiscal staff:** Lisa Hagberg, Finance Director reviewed the information she had emailed the board explaining the reason for the request; so, she can take the office to the next level. She then stated that she is willing to reduce her salary for 2022 by \$6,000 to help cover the cost, along with reducing other line items in the fiscal budget.

The requested changes are:

Fiscal Administrator to go from \$43,700 to \$48,000

HR Administrator to go from \$45,6000 to \$55,000

HR Benefits & Risk Mgmt. from \$37,800 to \$48,000

Commissioner Benjamin Kafferlin stated that he has some concerns. First, he is not willing to reduce Lisa's pay, second not understanding where the reduction in ADP costs is coming from.

Lisa stated that she is willing to give up her portion of pay as this is how important this is to her.

Commissioner Jeff Eggleston stated that the HR Administrator should be covered by Human Services at 50%. To which Lisa stated that they are paying for part of the cost based on the number of employees they have.

Commissioner Benjamin Kafferlin asked if there was any reason this cannot wait until budget time.

Lisa stated that she is working evenings, and weekends to keep things in the HR department afloat, and she knows that some other items are falling behind.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to approve the increases for the positions as presented.

Commissioner Jeff Eggleston then stated that the he agrees, the HR Administrator position does need increased, if we do not increase the wages, then we need to hire another person. Finance has always been understaffed.

The HR Benefits and Risk Manager is similar, and they have taken on more responsibilities.

He does not agree with reducing the Directors wages.

Commissioner Benjamin Kafferlin stated that this is really two separate items. The HR Administrator position is vacant and after doing analysis the wage does need to be increased. The other two positions; while being sympathetic, we have not given increases mid-year. If we do this what stops other departments coming and wanting increases for their staff.

Commissioner Benjamin Kafferlin stated he would be good with amending the motion made to increase the HR administration position and wait until budget to review the other positions.

Dennis Munksgard, Treasurer stated that he understands the deferring of the two positions, but is in agreement with increasing the HR Administrator as it may make it easier to find a good candidate.

Commissioner Jeff Eggleston then stated he understood the reasoning on waiting on the two positions, but in this case, he feels that we could have one of the best finance departments in the state with the staff we have.

Commissioner Benjamin Kafferlin reiterated that he is willing to do the HR Administrators position today.

Commissioner Jeff Eggleston stated that he will amend his motion to remove the Finance Administrator and the HR Benefits & Risk Manager from his motion to include approving the HR Administrator increase to \$55,000.00.

With nothing further, the motion was called to question, and the motion carried unanimously.

**IT Help Desk Technician:** Lisa Hagberg, Finance Director stated that the IT has been outsourced for years; their second person has left and now is a good time to start bringing IT back to the county as its own department. She is requesting to create this IT Help Desk Technician, non-union position at a rate of \$55,000 to \$60,000 per year.

This person would fall under the finance department budget.

Dennis Munksgard, Treasurer asked if this was comparable to other counties to which Lisa stated yes, and many have two or more staff.

Dennis Munksgard, Treasurer then stated his concern is that this person will be in a precarious position; can we work smoothly with our contracted IT vendor. And how will this person be paid.

Lisa stated that we do not have a current contract with our IT vendor, therefore that contract will be adjusted in negotiating a new contract.

Commissioner Jeff Eggleston stated that for the remainder we can use ARPA funds and we can then budget for 2023.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer, to approve the creation of the non-union IT Help Desk Technician at a rate not to exceed \$60,000.00 per year with benefits. Motion carried unanimously,

### **Adjournment**

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

Meeting adjourned at 1:45 p.m.

**Executive Session:** None

Respectfully,



Pamela J. Matve  
Chief Clerk

