

Warren County Salary Board Minutes
September 13, 2023 1:00 p.m.
Commissioners Conference Room

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

Staff Present: Pamela J. Matve, Chief Clerk, Lisa Hagberg, Finance Director, and Brenda Franklin, Director of Veteran's Affairs

Citizens Present: None

Commissioner Tricia Durbin called the meeting to order stating the meeting is being recorded.

Executive Session: None

Approval of Minutes: A motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston, to approve the minutes from the July 12, 2023 meeting.

Old Items:

New Business:

Approve moving the V.A. position from PT to FT and creating an Office Manager position: Brenda Franklin, Director of Veteran's Affairs reviewed the duties of what this part-time person entails and why it should be moved to full-time. This position has many responsibilities, and is the main contact with the Veteran's; she schedules all the meetings, keeps track of flag and marker inventory, and works with funeral homes for the death benefits for widows.

Brenda stated that she is very busy with appointments, and Mary is certified to file claims to help also.

Commissioner Tricia D. Durbin stated that with the budget change, the increase would be approximately \$3,600.00 and their budget would still be in line.

A motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to rescind the part-time position in Veteran's Affairs and create a full-time Office Manager position at the rate of \$16.29 per hour effective the next pay of September 22, 2023.

Commissioner Jeff Eggleston thanked Brenda for her efforts.

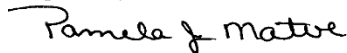
After nothing further, the above motion was called, and the motion carried unanimously.

Adjournment

A motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 1:13 p.m.

Respectfully,



Pamela J. Matve
Chief Clerk

