

Warren County Salary Board Minutes
October 11, 2023 1:00 p.m.
Commissioners Conference Room

Board Present: Commissioner Tricia Durbin, Commissioner Benjamin Kafferlin, Commissioner Jeff Eggleston, with Dennis Munksgard, Treasurer and Judge Skerda present by phone.

Staff Present: Pamela J. Matve, Chief Clerk, Lisa Hagberg, Finance Director, Dan Glotz, Director of Planning & Zoning, Adam McNeill, Director of Human Services, Mike Walters, Chief Probation Officer, Carrie Schmader, Lisa Barr, Kaylan Miller, Employee Benefits & Risk Administrator, and Jess Arnold, Court Administrator

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 September 13, 2023 meeting.

Old Items:

New Business:

Creation of two positions in Adult Probation: Mike Walters, Chief Adult Probation Officer, stated that his intent today is to ask for the creation of two new positions in Adult Probation; Senior Probation Aide, and Probation Aide. He then stated that to do this he would eliminate one probation officer position, and also eliminate the Office Manager and Administrative Assistant positions.

By eliminating the probation officer, the Aides will take on some of the duties such as the Sr. Aide will collect urine screens when the court orders, handle drug patches, process DNA packets from PSP, review intake packets with defendants after plea court, and more. The Aid will assist in handling drug patches, completing SCAM Downloads, collecting urine screens, and more.

A motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the creation of two positions in Adult Probation effective immediately; one Senior Probation Aide at a rate of \$18.41 per hour and one Probation Aide at a rate of \$16.29 per hour.

Mike then stated that the elimination of one probation officer was also the reason behind the wage MOU that was tabled in the public meeting as the other officers will absorb some additional duties as well.

Commissioner Jeff Eggleston asked about the opinion of the union in this matter to which Mike stated that he spoke with Aaron Uber, and Kim Corey before she retired, and the union has no objections.

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

A motion was made by was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to amend the above motion to include the elimination of one probation officer, Office Manager, and Administrative Assistant from the roster for Adult Probation. The motion carried unanimously.

Hiring of a Temporary Deputy Treasurer: Dennis Munksgard, Treasurer stated that he is requesting that the position of Temporary Deputy Treasurer be posted so that this person could work with Lisa Barr and get acclimated, so that he and Lisa can concentrate on the other duties she will take over as treasurer in January 2024.

He stated that the money is in his budget, as he did not have to hire the doe license processors this year. The person would not start until November/December time frame. It will then be up to Lisa to come back to the salary board to make that position a permanent position rather than temporary.

A motion was made by Dennis Munksgard, Treasurer, seconded by Commissioner Benjamin Kafferlin to create a temporary Deputy Treasurer position for the time frame of November/December 2023 at a rate of \$17.29 per hour as requested. The motion carried unanimously.

Discussions on the Planning & Zoning Director position; Dan Glotz, Director of Planning & Zoning stated that while Michael Lyon as agreed to the promotion to Director, we never discussed with him what the salary would be to which Lisa Hagberg, Finance Director agreed.

Commissioner Benjamin Kafferlin stated that traditionally we take the salary of the outgoing person and reduce the rate by 10% to get the starting salary of the new hire for that position.

Discussions we had on the Zoning Officer position. Dan Glotz, Director of Planning & Zoning stated that he would like to see zoning officer I and a zoning officer II positions with the Zoning Officer II being accepted once the certifications are achieved. The start rates would be \$15.75 for I, and \$16.69 for II; it will take at least one year for someone to get their certification. Current rate for the zoning officer is \$14.75 per hour, and we have not gotten any qualified candidates.

Commissioner Benjamin Kafferlin stated that this is not on the agenda and, therefore cannot vote on this today.

Lisa Hagberg, Finance Director stated that this position is currently in the union, and there are cases made to take this position out of the union, but we would need to take this to the Labor Boars.

Wage adjustments for two positions at Human Services: Adam McNeill, Director of Warren/Forest Human Services stated that he is requesting wage adjustments and a position retitling for one position for the following:

- Administrative Assistant to Executive Administrative Assistant with the pay rate moving from \$17.97 to \$21.79 per hour.
This position will be taking on new job duties with the restructuring of the Human Services Administration, due to the retirement of the current Deputy Administrator and SCA Director as well as the strategic planning initiative.
- Mental Health Caseworker Supervisor with a pay rate moving from \$24.17 to \$29.29 per hour.
This supervisor position has been carrying a caseload since its insemination in 2019, unlike other supervisor positions at Human Services. This supervisor also created the Forensic Case Manager position.

Commissioner Tricia D. Durbin asked if this is also due to the reassignment of duties of the 30-year person who is retiring. Adam stated that that is part of it. He then stated that these rates are midpoint ranges based on civil service.

Adam then asked if he was able to work within the min-max numbers when hiring. Again, we will not be filling the \$80,000.00 position those duties will be absorbed by others as we go through reconstruction.

A motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the retitling of the Administrative Assistant to Executive Administrative Assistant with a maximum rate of pay to be \$21.79 per hour, and the wage adjustment of the Mental Health Caseworker Supervisor to a maximum rate of \$29.29 per hour.

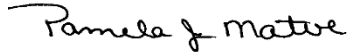
Commissioner Tricia D. Durbin asked if this is something the Strategic Specialist spoke of to which Adam said no.

After no further discussion, the above motion was called to question, 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.

Respectfully,



Pamela J. Matve
Chief Clerk

