

Warren County Salary Board Minutes
December 14, 2022 10:30 a.m.
Commissioners Conference Room

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

Staff Present: Pamela J. Matve, Chief Clerk, Lisa Hagberg, Finance Director, Sheriff Brian Zeybel, Warden Rusty Barr, Tina Britt, HR Generalist, Krystle Ransom, Director of Elections, and District Attorney Robert Greene

Citizens Present: None

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

Executive Session: Commissioner Tricia Durbin stated that an executive session is needed.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to adjourn to executive session. Motion carried unanimously.

Regular Salary Board reconvened at 10:39 a.m.

Approval of Minutes: Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to approve the minutes from the November 9, 2022 meeting.

Old Items:

New Business:

Chief County Detective Requested Salary Increase: Commissioner Tricia Durbin asked if Officer Kibbey was hourly or salary to which Commissioner Benjamin Kafferlin stated he is salary.

Commissioner Tricia Durbin commented that when he went from Sheriff to Detective there was discussion on his rate of pay; and it was set lower because he was paid from other agencies when he helps them out?

District Attorney Robert Greene stated that other detectives were part time and retired. Officer Kibbey is not retired, and he handles the K-9; the only supplement he gets is if he works DUI check points.

District Attorney Robert Greene stated that the Detective is his right hand, he manages the Drug Task Force, and works with other agencies when needed. This position has the highest authority in the county, and he is making less than the Chiefs from other agencies. He is asking for \$72,000.00 so that he is paid comparable to those other positions in the county.

Commissioner Benjamin Kafferlin stated that the average for this position is \$54,000.00.

Dennis Munksgard, Treasurer asked what selection process was used? We need to be careful which 6th class counties we are using.

Commissioner Tricia Durbin stated that we also look at the population when comparing.

Motion was made by Commissioner Jeff Eggleston to make the County Detective position \$55,000.00 for 2023.

There was no second, therefore the above motion is dead.

Commissioner Tricia Durbin stated that this position also handles the K9.

Motion was made by District Attorney Robert Greene, seconded by Commissioner Benjamin Kafferlin to approve the County Detective position at \$60,000.00 for 2023.

Dennis Munksgard, Treasurer then asked what was budgeted in the 2023 budget?

Commissioner Tricia Durbin stated that we will need to amend the budget.

Lisa Hagberg, Finance Director stated that all wages were budgeted at 3%.

Commissioner Jeff Eggleston stated that up until recently this position was a parttime position. A raise of \$10,000.00 is a lot to ask for.

District Attorney Robert Greene disagreed; this position leads the Drug Task Force; he works full time hours and does a lot for this county that you cannot put a price on.

After nothing further, the above motion was called and the motion carried unanimously to raise the salary for the County Detective to \$60,000.00 effective January 2023.

Director of Elections & Voter Registration Requested Salary Increase: Commissioner Tricia Durbin stated that comparisons for this position were anywhere from \$42,000 to \$51,000 with other counties; the average being \$42,000.00. We already gave this position an increase in 2022 to reach the current rate of \$47,868.00.

Dennis Munksgard, Treasurer stated that other counties have full time staff.

Commissioner Benjamin Kafferlin stated that the salary is all over the place, in some counties the Chief Clerk is the Director of Elections.

Dennis Munksgard, Treasurer asked how much time does the person in Tax Claim help with elections to which Krystle Ransom, Director of Elections stated 1/3 of the time.

Commissioner Jeff Eggleston stated that this position is a combination of two jobs and should be increased.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to increase the Director of Election/Voter Registration position to \$52,000.00 effective January 2023.

Commissioner Benjamin Kafferlin stated that the other Director is comparable in Tax Claim and we should match the two.

Krystle Ransom, Director of Elections stated that a lot of her salary is now covered by Act 88 and does not come out of the county funds.

Dennis Munksgard, Treasurer asked her, how many people do you supervise during an election to which Krystle stated 168 people two times each year.

Dennis Munksgard, Treasurer stated that he believes that she runs a smooth election; and the entire election process has gotten more complex. He then stated he looks at the job, not the person.

Commissioner Jeff Eggleston agreed, we look at the job not the person.

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

Chief Clerk Requested Salary Increase: Commissioner Tricia Durbin stated that the Chief Clerk has requested an increase in salary to \$60,000.00. You will find the comparisons, and the job description in your packets.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to increase the salary of the Chief Clerk to \$58,000.00 effective January 2023.

Commissioner Jeff Eggleston stated that first, the position has changed dramatically since the Commissioners took over. She has since been asked to be the Executive Director of the Landbank, this will allow the Landbank to function and 10%-15% of the position will be for the landbank.

Secondly, we are asking her to take over the fleet management as we phase out of leasing. This entails keeping track of the mileage, gas usage, maintenance, and determine when we should sell vehicles and replace them with the best possible fit.

Commissioner Benjamin Kafferlin then stated that this position also administers Laserfiche, along with managing the policies and procedures. \$58,000.00 is in line with other counties.

Commissioner Benjamin Kafferlin then stated that when there is a vacant spot in any office, the Chief Clerks steps in to help and this should be added to the job description.

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

Lieutenant & Deputy Warden Salary Increase: Warden Rusty Barr spoke on both the positions. In January everyone got the 2%, except the Lieutenants position as that was a newly created position. Currently the Lieutenants position is .66 different than the Sergeants, and the Lieutenant has greater responsibilities. Also, the Deputy Warden is not making much more than the Lieutenant. Warden Rusty Barr is asking that the hourly rates be adjusted for each position at \$27.00 per hour for Lieutenant and \$29.00 per hour for Deputy Warden.

Motion was made by Commissioner Jeff Eggleston, seconded by Dennis Munksgard, Treasurer to increase the hourly rate to \$27.00 for the Lieutenant position, and \$29.00 per hour for the Deputy Warden effective January 2023. Motion carried unanimously.

Bonus for Judicial Law Clerk and Human Services Administrator: Commissioner Benjamin Kafferlin stated that the formula is the same for both positions using the formula as in the past. They have carried the weight of two people until someone could be hired.

Judge Skerda stated that there is money in her budget to cover the bonus.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve the bonus for the law clerk, Alicia Millspaugh, at 7,364.16 and for the Human Services Administrator, Betsy Miller, \$9,531.00. Motion carried unanimously.

Creation of Office Mgr. position in the Sheriff Office: Sheriff Brian Zeybel

Tax Claim Requested Salary Increase: Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve increasing the salary of the Tax Claim Director to \$52,000.00 effective January 2023.

Dennis Munksgard, Treasurer asked what the basis is for this increase.

Commissioner Jeff Eggleston stated that we did \$52,000.00 for the Director of Elections/Voter Registration and it warrants being the same salary.

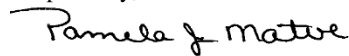
After nothing further, the above motion was called and the motion carried unanimously.

Adjournment

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

Meeting adjourned at 11:24 a.m.

Respectfully,



Pamela J. Matve
Chief Clerk

