

Warren County Salary Board Minutes
January 10, 2024, 1:00 p.m.
Commissioners Conference Room

Board Present: Commissioner Kenneth Klakamp, Commissioner Tricia D. Durbin, Commissioner Daniel Glotz, Lisa Barr, Treasurer, and Judge Skerda

Staff Present: Pamela J. Matve, Chief Clerk, Lisa Hagberg, Finance Director, Samara Steber, HR Generalist, and Mike Grubbs, and Solicitor Nathaniel Schmidt

Citizens Present: None

Commissioner Kenneth Klakamp called the meeting to order stating the meeting is being recorded.

Executive Session: None

Approval of Minutes: A motion was made by Commissioner Tricia D. Durbin, seconded by Lisa Barr, Treasurer to approve the minutes from the December 13, 2023 meeting.

Old Items:

New Business:

Creation of two positions in Juvenile Probation: Judge Skerda explained that she is requesting to follow the same office layout as Adult Probation. Therefore, Juvenile Probation would eliminate the Office Mgr., and the Assistant to create two positions; Juvenile Senior Probation Aide, and Juvenile Probation Aide.

Judge Skerda then stated that the rates for the Sr. Probation Aide would go from 16.39 to 18.96 per hour and the Probation Aide would go from 16.78 to 18.31 per hour with additional duties.

Judge Skerda and Mike Grubbs stated that to cover this for the 2024 year; there is a senior probation officer retiring in February and with hiring a new officer, there is approx. \$10,000.00 difference in wages.

Commissioner Kenneth Klakamp asked if they are going to put that \$10,000 savings towards the probation aide wages. Judge Skerda stated yes. Judge Skerda went onto state that probation is moving more towards case management and everyone is trained in other areas such as urine collection.

Commissioner Tricia D. Durbin stated that while she is supportive; the last time we did this for Adult Probation we did find out from our labor attorney that it was wrong. This needs to be done by an MOU with the union then go before the Commissioners at a public meeting for approval as it is outside the union contract.

Lisa Hagberg, Finance Director stated that the Salary Board approves the creation of positions, and if the wage is outside the union contract, as these are because they are new positions not listed in the union contract, an MOU must be presented to the Commissioners for approval of the wages or salary.

Commissioner Kenneth Klakamp stated, to clarify, the Salary Board creates the new positions if they agree.

Lisa Hagberg, Finance Director stated that Probation Aide and Senior Probation Aide is only new for Adult Probation.

Commissioner Tricia D. Durbin stated that we would take action here at Salary Board for the creation of these two positions for Juvenile Probation. She then stated that she would like Lisa to follow up with our Labor Attorney just to clarify. She would like an understanding as to the matrix of the Salary Board, Commissioners and the union.

A motion was made by Judge Skerda, seconded by Commissioner Tricia D. Durbin to authorize the creation of Juvenile Senior Probation Aide and the Juvenile Probation Aide positions as requested, and eliminate the positions of Office Manager and Administrative Assistant. The motion carried unanimously.

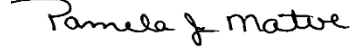
Solicitor Nathaniel Schmidt stated that the wages are not determined today; that will come later.

Adjournment

A motion was made by Commissioner Daniel Glotz, seconded by Lisa Barr, Treasurer to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 1:19 p.m.

Respectfully,

A handwritten signature in black ink that reads "Pamela J. Matve". The signature is written in a cursive, flowing style.

Pamela J. Matve
Chief Clerk

