

Warren County Salary Board Minutes  
July 17, 2024, 3:00 p.m.  
Commissioners Conference Room

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

Staff Present: Pamela J. Matve, Chief Clerk, Holly Wescott, Director of Finance, Kaylan Miller, Benefits Administrator, and Samara Steber, Director of H.R.

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 Lisa Barr, Treasurer, seconded by Commissioner Daniel Glotz, to approve the minutes from the April 10, 2024 meeting.

**Old Items:**

**New Business:**

**Position of Law Clerk:** Judge Skerda explained to the board that she is proposing to reduce staffing from two Law Clerks to one. In addition, she is requesting a change in the job description to show that we are using an attorney for this position, and the salary is \$72,000.00.

Judge Skerda then stated that 10% will be paid by Forest County.

A motion was made by Commissioner Tricia D. Durbin, seconded by Commissioner Daniel Glotz to approve the reduction in the staffing of Law Clerk in the courts from two to one with a salary of \$72,000.00, and change the job description to include experience must be an attorney. The effective date for this is July 15, 2024.

Lisa Barr, Treasurer asked Judge Skerda if Forest County is aware of the extra 10%, they will be paying? Judge Skerda stated that it is actually a reduction, as they were paying 10% of two salaries of \$52,000 and now, they will be paying for one at \$72,000.

Lisa then asked, do you foresee that in the future there would be too much work for one person. Judge Skerda stated that with this, we are getting a Clerk with law practice experience in many areas.

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

**Annual Stipend for the MAT Coordinator:** Commissioner Kenneth Klakamp explained that the Jail Counselor, Nicole Eckman has been appointed as the MAT Coordinator to administer the MAT Funds. The committee is requesting that she get an annual stipend of \$2,500.00 for these duties, providing, that we continue to get MAT funds.

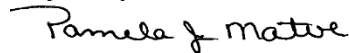
A motion was made by Commissioner Kenneth Klakamp, seconded by Lisa Barr, Treasurer to approve the annual stipend to Nicole Eckman in the amount of \$2,500.00 for administering the MAT funds. Please note that this is contingent upon receiving the funds each year. The motion carried unanimously.

**Adjournment**

A motion was made by Commissioner Daniel Glotz, seconded by Commissioner Tricia D. Durbin to adjourn the meeting. The motion carried unanimously.

The meeting adjourned at 3:13 p.m.

Respectfully,



Pamela J. Matve  
Chief Clerk

