

**Minutes of Lacleade County
Matrix Committee Meeting**

Meeting Date: 2/10/2017

Time: 9:50 a.m.

Chairman: Pete Pennington

Members Present: Pete Pennington, Doug Nonnenmacher, Ron Nye, James Jansen and Don Scupien

Members Absent: Dave Solin

Others Present: Gary Olsen, John Schunke, Don Bergbower, Robin Stowe and Becky Rank

Call the meeting to order: Chairman Pennington called the meeting to order at 9:50 a.m. and the Pledge of Allegiance was recited.

Approve minutes from previous meeting held on November 8, 2016: Motion by Scupien, second by Nonnenmacher to approve the minutes of November 8, 2016 meeting, all ayes, motion carried.

Discuss setting wage for Dispatch Supervisor: Interim Sheriff John Schunke gave an overview of job duties of the Dispatch Supervisor position. Sheriff Schunke has received approval to create a Dispatch Supervisor position which will establish a chain of command for this unit similar to the chain of command established for the Jail and law enforcement (deputies). Sheriff Schunke explained that given the turnover in dispatch positions, that Don Bergbower (Jail Administrator) remains one of the most knowledgeable and experienced employees regarding the oversight of the dispatch operations and on that basis, the Sheriff has assigned dispatch oversight responsibilities to the Jail Administrator. Sheriff Schunke advised that he prefers to assign these responsibilities internally, without the need to add a new employment position in the department.

In consideration of establishing compensation for this position, the Committee reviewed the amount of time that will need to be allocated to perform these services. The Committee also discussed the possibility that the next Sheriff may decide to structure the supervisory oversight for dispatch operations in a different manner. Consequently, the Committee believes that the most appropriate method of setting the compensation for the dispatch supervision duties as this time, by assigning these duties to an existing position, would be to add a line item for "dispatch supervision" duties on the Compensation Matrix.

Finance Director Gary Olsen stated that the funds are available and if approved by the Committee, Olsen recommended creating a line item on the Matrix for these additional duties. The Committee discussed an amount of \$5,000-\$10,000.

Motion by Scupien, second by Jansen to approve the creation of a line item on the Matrix for the Dispatch Supervisor in the amount of \$9,000, all ayes, motion carried.

Adjourn the meeting: Motion by Scupien, second by Jansen to adjourn, all ayes, motion carried. Meeting was adjourned at 10:30 a.m.

Respectfully submitted,
Becky Rank
Recording Secretary