

**Minutes of Lantlade County
Matrix Committee Meeting**

The meeting, in the Law Library, on the second floor of the Courthouse, was called to order at 8:00 a.m., September 4, 2015, by Chairman Solin.

Members Present: Dave Solin, Doug Nonnenmacher, James Jansen, Ron Nye, and Don Scupien

Members Absent: None

Others Present: Gary Olsen, Robin Stowe, and Ron Barger.

Agenda Item #1: Call the meeting to order: Chairman Solin called the meeting to order at 8:00 a.m. and the pledge of allegiance was recited.

Agenda Item #3: Approve minutes from previous meetings held on June 9, 2015: Motion by Scupien, second by Nonnenmacher to approve the minutes from the June 9, 2015 meeting, all yes, motion carried.

Agenda Item #4: Set Interim Director of Social Services wages: Kim Van Hoof, the Director of Social Services, will be leaving the County on September 21st. The Social Services Committee and the Board of Health has proposed that Ron Barger, the Director of Public Health be appointed the Director of Social Services. This appointment would be evaluated through 2016 with a formal report to the County Board by November 1, 2016. As part of this transition plan, additional compensation in the amount of \$12,000 would be provided as a separate line-item on the Compensation Matrix for Director of Social Services assignment. Motion by Nye, second by Solin, to approve additional compensation for Ron Barger in the amount of \$12,000 a year for appointment as the Director of Social Services, all ayes, motion carried.

Agenda Item #5: Set salary amount for a Registered Nurse (RN) position in the Health Department: The Health Department is able to employ an RN with either a two year or four year degree. An RN with a two year degree remains on probation until he/she receives a four year degree (BSN) which is required in order to be qualified as a "Public Health Nurse". The compensation range for the Nurse position on the Matrix does not currently distinguish between these educational requirements. However, since placement at a step on the Matrix takes into consideration the education, skills and abilities of employee, then at the present time Ron and Robin are not recommending creating a new compensation range strictly for RNs with a two year degree. If the Health Department begins to experience problems with recruitment and retention of qualified nurses, then a request to modify the existing compensation range or create a separate compensation range for either a two or four year degree can be presented to this Committee. No action taken. This was for informational purposes only.

Agenda Item #6: Set salary for the Payroll Specialist position: Gary Olsen explained that the Finance Department has been evaluating the payroll position in his office. The position was paid at the same level as the other employees in his department until Jan Cunningham retired. When Pam Resch was moved into this position, some additional duties were added that were more human resource related, so a higher salary was justified. Now that the County is hiring a Human Resource position, the compensation for the vacant payroll position should reflect this reduction in job duties and the former pay level should be reinstated. The starting pay would be \$17.28 with Step 10 being \$20.50. Motion by Scupien, second by Nonnenmacher, to set the Payroll Specialist position at a starting wage of \$17.28, all ayes, motion carried

Motion by Nye to adjourn the Committee at 8:25 a.m., second by Scupien, all ayes, motion carried.

Respectfully submitted,
Gary D. Olsen
Recording Secretary