



PERSONNEL COMMITTEE MINUTES

June 20, 2023

7:30 am

301-1 Conference Room

Staff Present: Commissioner Linda Flanders, Commissioner Todd Greseth, Scott Arneson, Tom Day, Amanda Holst, Brian Anderson, Chad Steffen, Marty Kelly, Lisa Hanni and Emma Fiedler.

Sheriff Marty Kelly and Captain Chad Steffen put forth the request to hire two additional Public Safety Telecommunicators in 2024.

The Public Safety Telecommunicator department hasn't added a position since 2002. Call volume has continued to increase and for coverage purposes, it would be ideal to have 3 PST at a minimum on each shift. The additional staff will also help with the Next Generation 911 and reduce the overtime cost for the department.

Commissioners Greseth and Flanders agreed with the recommendation of adding two additional Public Safety Telecommunicators.

Lisa Hanni, Director/County Surveyor/County Recorder put forth backfilling an Administrative Assistant vacancy with a Septic/Well Inspector.

With a vacancy in the of the Administrative Assistant in the Land Use Management department, Lisa met with supervisors and LUM staff to evaluate the department needs. The conclusion was that succession planning should begin for the Septic/Well Inspector position. The training and certification can take up to two years so it is beneficial to start succession planning. The administrative assistant was doing the data entry related to Septic/Well Inspections so the new employee will absorb some of the administrative tasks.

Commissioners Greseth and Flanders supported the request to hire a Septic/Well Inspector in place of the Administrative Assistant vacancy. The current Administrative Assistant position will not be backfilled.