



PERSONNEL COMMITTEE MINUTES  
March 19, 2019  
8:00 AM  
ADMINISTRATIVE CONFERENCE ROOM  
GOVERNMENT CENTER

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Staff Present: Commissioner Brad Anderson, Commissioner Paul Drotos, Commissioner Scot Safe, County Administrator Scott Arneson, Sheriff Marty Kelly, Chief Deputy Jeremy Lerfald, Melissa Cushing, Brian Anderson, Greg Isakson, Lisa Hanni, and Jessica Ahlbrecht

**LAND USE MANAGEMENT: Request to Change Anniversary Date**

The Land Use Management department has hired an internal candidate for the vacation Zoning Assistant position and to avoid a leap-frog situation a request is made to change the current Zoning Assistant's anniversary date from June to March.

*Commissioner Anderson and Commissioner Drotos are in favor of making the anniversary date change as recommended.*

**SHERIFF'S OFFICE: Budgeted full-time Baliff position.**

The Sheriff's Office is moving forward with filling the existing, budgeted full-time Baliff position. This position will perform Baliff duties (.75) as well as conducting pre-employment background studies (.25).

Commissioner Drotos asked if this position would support the new drug treatment court and County Administrator Scott Arneson indicated it would not.

*Commissioner Drotos and Commissioner Anderson support filling this vacant position.*

**SHERIFF'S OFFICE: Request to replace Civil Specialist position with 2 month staffing overlap.**

The Sheriff's Office has received verbal notice of the Civil Specialist's intent to retire in the summer of 2019. Because of this position's importance and the specialized nature of the work, the request is put forth to backfill the Civil Specialist position and allow the new employee to train with the incumbent for a period of two months.

Commissioner Drotos and Commissioner Anderson recognized the critical nature of the position and the specialized work performed.

*Commissioner Drotos and Commissioner Anderson support bringing the request to the Board for approval.*

**SHERIFF'S OFFICE: Request to hire Communications Captain.**

The Sheriff's Office is requests to create and fill a Communications Captain position. The position would be funded by an existing budgeted position as well as savings from maintenance contracts.

Commissioner Anderson questioned if the work on radio systems could be performed by Information Technology staff; he inquired why the work needed to be done by a POST licensed individual. Sheriff Kelly stated the work was outside the realm of I.T. staff at this time and oversight of the Dispatch division is a component of their request. Additionally, the plan is to cross-train a current Dispatch staff person to support the Communications



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Captain. Commissioner Anderson asked if more investigation could be done to determine if there are other avenues to accomplish the work other than creating this position. Commissioner Anderson inquired if it's ever been looked at to create a regional position.

*Commissioner Anderson expressed reluctance in supporting the request as presented today. Commissioner Drotos agreed that additional information is needed before he could support the request.*

**SHERIFF'S OFFICE: Request to replace Patrol Captain position with 2 month staffing overlap.**

The Sheriff's Office has received notice of the Patrol Commander's intent to retire in June of 2019. The request put forth would reclassify the Patrol Commander from Major (grade 87) to Captain (grade 86). The Sheriff's Office intends to post the vacancy for internal candidates and would like to promote the individual prior to the incumbent's last day to allow for a two month training period.

*Commissioner Drotos and Commissioner Anderson support bringing the request to the Board for approval.*