

**PERSONNEL**  
**June 27, 2018**

- Call to order** The meeting was called to order at 10:05 a.m. by Chairman Brad Steiner. Committee members present were Larry Kelley, Carl Orr, Gerald Krachey and Duane Rogers. County Board Chairman Tom Cornford, Dan McWilliams, Health and Human Services Director and Chief Deputy Clerk Roberta Fisher were also present.
- Verify posting** The Chairman verified that the meeting notice was properly posted.
- Economic Support Spec Job Description** Dan McWilliams presented the committee with a revised job description for the Economic Support Specialist position. He informed the committee that he basically added some verbiage to the Essential Duties and Responsibilities to include “clientele of the Consortium”. In addition, he added more Language Abilities and Interpersonal Communication skills listed under the job functions section.
- Motion by Kelley, second by Orr to approve the revised job description for the Economic Support Specialist. The motion carried with no negative votes cast.
- Closed session** Krachey moved, second by Orr to move into closed session pursuant to Section 19.85(1)(c) to conduct interviews for the position of Economic Support Specialist. The motion carried unanimously upon call of the roll.
- Open session** Orr moved, Kelley second to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.
- Motion to hire** Orr moved, Kelley second to hire for the position of Economic Support Specialist in the following order:
1. Liz Long
  2. Kayla Ingham
  3. Beth Stoney
- The motion carried with no negative votes cast.
- Closed Session** Kelley moved, Orr second to move into closed session pursuant to Section 19.85(1)(c) to discuss personnel/employee concerns. The motion carried unanimously upon call of the roll.
- Open Session** Krachey moved, Kelley second to move into open session pursuant to Section 19.85(2). The motion carried with no negative votes cast.

**Next meeting** July 11<sup>th</sup>, 2018 at 10:00 a.m.

**Adjourn** Krachey moved, Rogers second to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 11:55 a.m.

Robert A. Fisher, Chief Deputy County Clerk