

Joint Executive and Human Resource Committees

January 19, 2005

Present: Executive Committee: Chair Martin, Supervisors Pufahl, Westby, Baumgartner and See
Human Resource Committee: Chair Wopat, Dr. Curtis, See and Westby

Also Present: Susan Raimer, Clerk of Courts

Absent: Supervisor Ross

Chair Martin called meeting to order at 9:20 a.m..

Purpose of the meeting was to review/discuss replacement position request for the Clerk of Courts Department.

Clerk of Courts Raimer indicated the position is being vacated due to a resignation in the Small Claims division of the Clerk of Court's Department. The current individual has been in that position over 15 years. Raimer estimated the number of small claims filed per year at 1,800. January 25th is the last day for this individual reducing the number of clerks in the department to nine (9). In addition, remodeling will split the department between two floors, making the task of keeping the courts and office going more difficult. Raimer indicated she would like to replace the position as soon as possible. Job Description had been revised removing the location of the position.

Motion to approve the amended job description and the request for replacement position was made by Dr. Curtis, second by Supervisor Westby. Motion carried.

Meeting adjourned at 9:29 a.m. on motion by Supervisor Pufahl, second by Westby. Motion carried.

Secretary of Record,

Recording Secretary,

Barry Pufahl

Jeanne Miller