

COUNTY OFFICES COMMITTEE: Mr. James Arduini, Chair

The County Offices Committee met on March 3, 2014 at 2:30 PM in Room 117 at the Courthouse. Those present were James Arduini, John Espinoza and Martin Koster. Absent was Ruth Stanley. Also present were Dana Nelson, Sue Britt, Joel Horn and Lori Keppen.

1. The Committee reviewed the monthly claims and budget reports. Mr. Espinoza made a motion to approve the reports with Mr. Koster seconding the motion. All voted in favor.
2. County Clerk.
 - a. Dana Nelson advised she has worked with Mr. Maas on getting the County Board minutes digitalized. The estimated 80,000 documents would cost \$5,697.50, which is already in her budget. After the documents are scanned they can be destroyed so the Clerk's office will have more storage room.
 - b. The current polling place in Tampico which affects three precincts will not be used due to frozen pipes. Another polling site was located and everything is being moved to the Reagan Community Center which will be the permanent polling place for the Tampico area.
3. Management Services. John Maas was on vacation. Joel Horn advised Mr. Maas would like his title changed from Management Services Administrator to Information Technology Director. No change in grade, duties or pay. Mr. Espinoza made a motion to allow the title change and forward to the Wage & Salary Committee. Mr. Koster seconded. All voted ayes.
4. Supervisor of Assessments. Joel Horn reported due to Robin Brands being on vacation.
 - a. Discussion was held on the Chief Deputy pay increase. School requirements had been completed. A motion was made by Mr. Espinoza to forward to the Wage & Salary Committee an increase of 3.2% for the Chief Deputy. Mr. Koster seconded the motion. All voted in favor.
 - b. Mr. Horn discussed his proposal for the Supervisor of Assessments pay increase to align the position with the elected offices of the County Clerk and Recorder. This will happen over a span of years. There would also be a five year agreement with the Assessor. Mr. Espinoza made a motion to forward this proposal to the Wage & Salary Committee. Mr. Koster seconded the motion. All voted in favor.
 - c. GIS Sales 1/17/14 thru 2/28/14 were \$345.90 and 1 address book for \$10
5. The Committee reviewed the Recorder's reports (See #29-30).

Mr. Espinoza made a motion to adjourn the meeting. Mr. Koster seconded the motion. The meeting adjourned at 2:55 PM.

Meeting Dates: The next regular meeting – March 31, 2014 at 2:30 PM Room 108, Courthouse

MOTION: To place on file the County Offices Committee's meeting report, November, December, and January claim reports, and related informational items, as presented.