

## JACKSON COUNTY VETERAN'S AFFAIRS COMMISISON SPECIAL MEETING MINUTES

Call to Order: Wednesday, June 12, 2024 at 6:00 PM at the Jackson County Courthouse

Present: John Pitlo, Greg Stalker, Steve Norpel, Dorothy Wisted, Laura Eggers;  
Becki Chapin, Director of Human Resources, Don Schwenker, Jackson County  
Board of Supervisors

### Old Business:

None

### New Business:

Interviews for the position of Director / Administrator

Chapin handed out interview questions and explained how the interview process will be conducted.

6:00 p.m. The Commissioners were joined by Candidate "H" where introductions were made.

6:04 p.m. Motion Pitlo, Second Stalker to go into closed session pursuant to Iowa Code Section 21.5(1)(i), as requested by the candidate.

Aye: All      Nay: None

Chapin conducted the employment interview during which qualifications and work history were discussed with the Candidate.

6:34 p.m. Chair Pitlo took the meeting out of closed session.

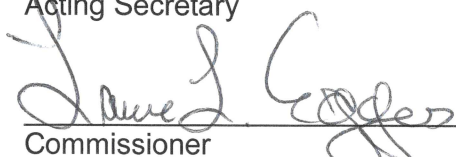
The Commission thanked the candidate for their time.

6:37 p.m. Motion Pitlo, second Wisted to adjourn until the next special meeting.

Aye: All      Nay: None

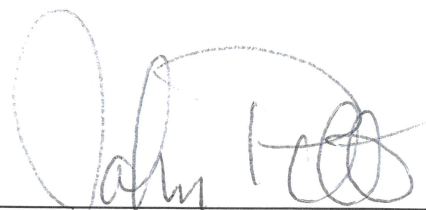
Next Special Meeting: Thursday, June 13, 2024 at 12:00 p.m., at the Jackson County Courthouse


Respectfully submitted,  
Becki Chapin, Director of Human Resources  
Acting Secretary


  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Director of Human Resources

Submitted to Auditor: 7/11/2024

## JACKSON COUNTY VETERAN'S AFFAIRS COMMISSISON SPECIAL MEETING MINUTES

Call to Order: Thursday, June 13, 2024 at 12:00 PM at the Jackson County Courthouse

Present: John Pitlo, Greg Stalker, Steve Norpel, Laura Eggers; Absent: Dorothy Wisted  
Becki Chapin, Director of Human Resources, Don Schwenker, Jackson County  
Board of Supervisors

### Old Business:

Interviews for the position of Director / Administrator

### New Business:

Appointment to the position of Director / Administrator

Chapin explained today they were conducting the final interviews for the position of Director / Administrator. Upon conclusion of interviews, the agenda allows for discussion/possible action on personnel items. The Commission can use this time to discuss each candidate's qualifications, and if prepared to make an offer they may take action to do so.

12:00 p.m. The Commissioners were joined by Candidate "I" where introductions were made.

At the request of the candidate, the interview took place in open session. Chapin conducted the interview during which qualifications and work history were reviewed with the Candidate.

12:30 p.m. The Commission thanked the candidate for their time.

12:30 p.m. Chair Pitlo recessed the meeting.

12:50 p.m. Chair Pitlo reconvened the meeting with Candidate "D" where introductions were made.

At the request of the candidate, the interview took place in open session. Chapin conducted the interview during which qualifications and work history were reviewed with the Candidate.

1:50 p.m. The Commission thanked the candidate for their time.

1:50 p.m. Chair Pitlo recessed the meeting.

1:58 p.m. Chair Pitlo reconvened the meeting with Candidate "E" where introductions were made.

At the request of the candidate, the interview took place in open session. Chapin conducted the interview during which qualifications and work history were reviewed with the Candidate.

2:30 p.m. The Commission thanked the candidate for their time.

2:30 p.m. Chair Pitlo recessed the meeting.

2:53 p.m. Chair Pitlo reconvened the meeting with Candidate "F" where introductions were made.

At the request of the candidate, the interview took place in open session. Chapin conducted the interview during which qualifications and work history were reviewed with the Candidate.

## JACKSON COUNTY VETERAN'S AFFAIRS COMMISSISON SPECIAL MEETING MINUTES

3:15 p.m. The Commission thanked the Candidate for their time.

3:15 p.m. Discussion ensued on qualifications of each candidate. Interview rating sheets were reviewed, there were top two candidates amongst the Commission members. The Commission feels either candidate would do a great job in the position, however one candidate was a Veteran which the Commission felt would be an asset to the office. Salary for the position was set at \$49,000 - \$55,000; the Commission discussed setting the starting salary at 10% below the top, with the additional 10% to be awarded upon completion of accreditation through the National Association of County Veterans Service Officers (NACVSO).

Motion Norpel second Pitlo to offer the position of Director to Candidate "D" at a starting salary of \$49,500, increasing to \$55,000 upon accreditation, and authorizing Chapin to negotiate the offer.

Aye: Pitlo, Norpel, Eggers    Nay: None    Abstain: Stalker

Motion Norpel, second Eggers to offer the position of Administrator to Candidate "E" should the first candidate decline, at a starting salary of \$49,500, increasing to \$55,000 upon accreditation, and authorizing Chapin to negotiate the offer.

Aye: Pitlo, Norpel, Eggers    Nay: None    Abstain: Stalker

The Commissoin thanked Chapin for her time and assistance through this process.

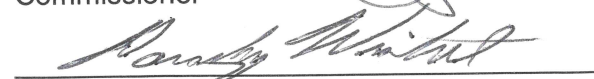
4:00 p.m. Motion Pitlo, second Wisted to adjourn until the next special meeting.

Aye: All    Nay: None

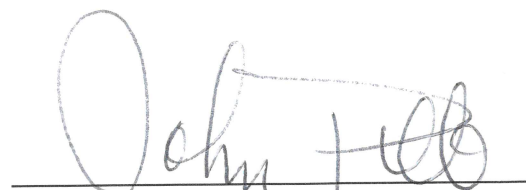
Next Regular Meeting: Wednesday, July 10, 2024 at 4:00 p.m. at the Jackson County Courthouse

Respectfully submitted,  
Becki Chapin, Director of Human Resources  
Acting Secretary

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Commissioner

  
Director of Human Resources

Submitted to Auditor: 7/11/2024