

JACKSON COUNTY VETERAN'S AFFAIRS COMMISSION 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.

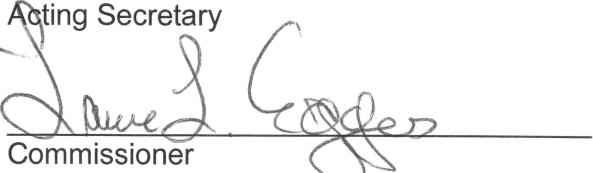
The Commission thanked the candidate for their time.

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


Laura Eggers

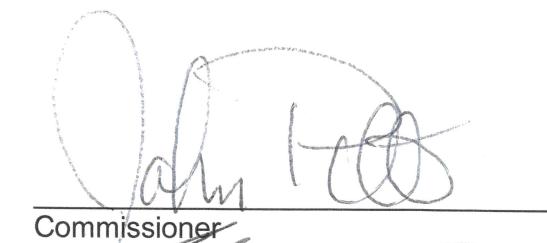
Commissioner


Dorothy Wisted

Commissioner


Greg Stalker

Commissioner


John Pitlo

Commissioner


Becki Chapin

Commissioner


Becki Chapin

Director of Human Resources

Submitted to Auditor: 7/11/2024

JACKSON COUNTY VETERAN'S AFFAIRS COMMISSION 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.

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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

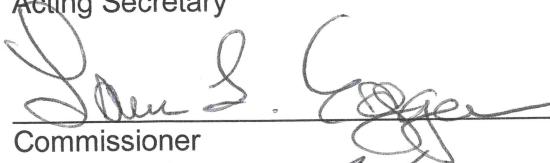
The Commission thanked Chapin for her time and assistance through this process.

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

Aye: All Nay: None

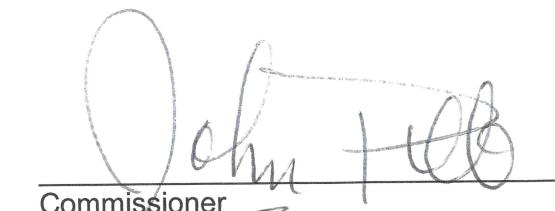
Next Regular Meeting: Wednesday, July 10, 2024 at 4:00 p.m. at the Jackson County Courthouse

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