

Commissioners Minutes

May 27, 2025 – 1:33 p.m. to 2:01 p.m.

ACTION ITEM: CONSIDER RESOLUTION TO ADOPT CHANGES TO THE JOB TITLE, JOB DESCRIPTION AND GRADE FROM THE ELECTIONS OFFICE MANAGER TO DIRECTOR OF ELECTIONS; AND FY2026 BUDGET WORKSHOP FOR THE HUMAN RESOURCES DEPARTMENT

Commissioners Zach Brooks and Leslie Van Beek

Commissioner Brad Holton arrived at 1:42 p.m.

HR Director Marty Danner

Clerk Rick Hogaboam

Controller Kyle Wilmot

Auditing Supervisor Sarah Winslow

COO Greg Rast

Chief Deputy Clerk Jess Urresti

Elections Office Manager Haley Hicks

Facilities Director Rick Britton

DSD Office Manager Jennifer Almeida

HR Business Partner Anna Gray

Deputy Clerk Monica Reeves



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The Board met today at 1:33 p.m. to consider a resolution to adopt changes to the job title, job description and grade from the Elections Office Manager to Director of Elections; and to conduct the FY2026 budget workshop for the Human Resources Department. Present were: Commissioners Zach Brooks and Leslie Van Beek, HR Director Marty Danner, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, COO Greg Rast, Chief Deputy Clerk Jess Urresti, Elections Office Manager Haley Hicks, Facilities Director Rick Britton, HR Business Partner Anna Gray, DSD Office Manager Jennifer Almeida, and Deputy Clerk Monica Reeves. Commissioner Brad Holton arrived at 1:42 p.m. Director Danner presented a resolution that changes the Elections Office Manager position from a grade 14 to a Director of Elections position at a grade 16 give the level of responsibility of the position. Clerk Hogaboam spoke about the shared roles and restructuring within the office where additional job duties that were shifted to the current office manager. Savings within their budget will cover this cost and the Clerk is confident there is no need for a resolution to use contingency money nor a resolution for a budget amendment. The approval of this will be absorbed in the current budgetary year based on savings in the "A" budget. Following additional comments by the Board, Commissioner Brooks made a motion to sign the resolution to adopt changes to the job title, job description, and grade from the Elections Office Manager to the Director of Elections as presented. The motion was seconded by Commissioner Van Beek and carried unanimously. (Resolution No. 25-121.)

FY2026 BUDGET WORKSHOP FOR THE HR DEPARTMENT

The FY2026 budget workshop for the HR Department began at 1:49 p.m. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, HR Director Marty Danner, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, COO Greg Rast, Facilities Director Rick Britton, DSD Office Manager Jennifer Almeida, HR Business Partner Anna Gray, and Deputy Clerk Monica Reeves. Director Danner reviewed the department's FY2025 accomplishments as well as the FY2026 goals and objectives. Major changes include:

- Un-funding one fulltime position
- Splitting the cost 50/50 between the Auditor's Office and HR for the DayForce program
- Requested \$8,500 for preemployment drug screens
- Increased education and training from \$12,000 to \$16,000
- Increased National Public Service HR Association dues

The meeting concluded at 2:01 p.m. An audio recording is on file in the Commissioners' Office.