

AGENDA
Codington County Board of Commissioners
Codington County Courthouse, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, October 6, 2020

1. **Pledge of Allegiance**
2. **Call for public comment. Public comment may be submitted via telephone at 605-882-6248 and 605-882-6297**
3. **Conflict of interest items**
4. **Action to approve the October 6, 2020 agenda**
5. **Action to approve the minutes of September 29, 2020**
6. **Monthly reports**
 - a. **Extension**
 - b. **Veterans Service**
 - c. **Welfare**
7. **Action to approve Resolution 2020-27 adopting the 5-year Highway and Bridge Improvement Plan**
8. **Action to authorize the chair to sign a contract for the Culvert Installation Project**
9. **Action to authorize the chair to sign a contract for the Rip Rap Project**
10. **Note County Office closures Monday, October 12, 2020**
11. **Discussion/possible action to enact a ban on opening burning**
12. **Action to approve claims for payment**
13. **Action/possible discussion on COVID-19 practices, procedures, policy**
14. **Action to approve automatic budget supplements**
15. **Action to approve personnel changes**
16. **Action to approve travel requests**
17. **Public Notices – a possible quorum of Commissioners could be in attendance at:**
18. **Old Business**
19. **New Business**
20. **Open**
 - a. **Public Comments**
 - b. **Commission Comments**
21. **Action to enter into Executive session per SDCL 1-25-2**
 - (1) **Discussion of personnel issues**
 - (2) **Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters**

- (3) Preparing for contract negotiations with employees or employee's representatives**
- (4) Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)**

22. Action to adjourn until 9:00 a.m., Tuesday, October 13th, 2020; at the Codington County Courthouse

Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

**Official Proceedings
County of Codington, Watertown, South Dakota
Codington County Courthouse
14 1st Ave SE**

September 29, 2020

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, September 29, 2020, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair Brenda Hanten, presiding. Commissioner Waterman, lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT

Chair Hanten called for public comments for the Open, none were forthcoming.

CONFLICT OF INTEREST ITEMS

There were no conflict of interest items to note.

AGENDA APPROVED

Motion by VanDusen, second by Johnson, to approve the September 29, 2020 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Gabel, second by VanDusen, to approve the minutes of September 22, 2020; all voted aye; motion carried.

2021 PROVISIONAL BUDGET HEARING

The Board held a public hearing on the 2021 Provisional budget for Codington County. Chair Hanten asked for comments from the public and none were given.

CITY OF WATERTOWN RURAL AMBULANCE SERVICE CONTRACTS

The following Watertown City officials met with the Board: Mayor Sara Caron; City Council President, Adam Lalim, City Council person, Ried Holien; City Council person, Glen Vilhauer; Fire Chief, Doug Kranz; and Assistant Fire Chief, Don Rowland. Council person Holien informed the Board that out of collegial respect the City officials wanted to update the Codington County Board of Commissioners on a City issue that impacts the County. The Board was presented with a brief history of Emergency Medical Services in Codington County, including information on current revenue streams, increased costs for equipment and medical supplies. Watertown Fire Rescue has, based on SDCL 8-9-7 AND 34-11-1, presented ambulance service protection agreements, to 4 towns and 14 townships in Codington County in the fall of 2019. To date 12 of the 18 entities, 10 townships and 2 towns, have signed the agreements and made payment to Watertown Fire Rescue. The Townships of Eden, Phipps, Graceland, and Henry and the Towns of Florence and Henry have not signed agreements or made payments which were due June 1, 2020. Assistant Chief Rowland noted the contracts are for a 5-year period, with no increase for that five-year period totaling \$17,000.00, countywide, per year. City Council person, Ried Holien, noted that at the next City Council meeting action is planned to finalize and move toward enforcement on the agreements that have not yet been signed. The Board expressed their appreciation for the information provided by the City Officials on this matter.

MONTHLY REPORTS

Emergency Management Director, Jamie Torstenson, updated the Board on the following: meetings attended – United Way annual kick off; hosted a training event at the Search and Rescue building; hosted

a local LEPC meeting with additional meetings scheduled for October and November; attended the SDOEM Conference; attended training on dealing with "Field Force"; continues to attend local COVID Task Force meetings and County Task Force meetings; seasonal siren testing has been suspended for the year; and the weather service has plans to rezone regarding upcoming wildfire dangers. The Emergency Management Director advised the Board that Emergency Management Secretary, Cheri Howell, has been awarded the certification of Emergency Management B.

LOCAL EMERGENCY OPERATIONS PLAN

Emergency Management Director, Jamie Torstenson, noted that after a review, the LEOP, does not require any policy updates/changes at this time.

BRIDGE REPLACEMENT COUNTY ROAD 4-4 CHANGE ORDER

Motion by Gabel, second by Johnson, to approve change order #1 to the Bridge Replacement project on County Road 4-4, in the amount of \$28,020.00, as recommended by Highway Supt., Rick Hartley; all voted aye; motion carried. Mr. Hartley noted the justification for this change order is to build a cofferdam and dewatering the cofferdam.

MEMORIAL PARK ROOFING PROJECTS

Motion by Gabel, second by Johnson, to approve roofing/repair projects at Memorial Park, in the total approximate cost of \$22,614.31 per a cost estimate from RJC Construction; and recommended by Facilities Manager, Steve Molengraaf. Mr. Molengraaf noted two of the projects are budgeted items and two will be funded with insurance reimbursement funds. Upon vote of the Board; all voted aye; motion carried.

2020 SAFETY AND LOSS CONTROL RECOGNITION AWARDS

The following awards were recently awarded to the County at the 2020 SDACC/SDACO Convention: The Codington County Highway Dept. and Highway Supt., Rick Hartley, was awarded a Gold Level Safety and Loss Control Recognition Award and the Maintenance Dept. and Facilities Manager, Steve Molengraaf, was also awarded a Gold Level Safety and Loss Control Award. Codington County was also awarded a Platinum Level Award. These awards are sponsored by the SDML Workers Compensation Fund and the SDPAA; and are awarded based on steps taken by County Departments to improve work safety and training for their employees and customers. The Board congratulated these departments for their efforts and accomplishments.

EMPLOYEE YEARS OF SERVICE AND MEMORIAL RECOGNITION

The following employees were recognized for their years of service to Codington County: Kristi Gast, Sheriff's office Criminal Civil Records Management, 25 years of service and Rick Holinka, Highway Dept. Maintenance III, 25 years of service. Employees are recognized each year based on 25, 30, 35, 40, 45, & 50+ years of service. The following were also recognized as former employees who have passed in the last year: Robert Pierson – Custodian and Dorothy Vaux – Deputy Treasurer.

SAFETY BENEFITS RECOMMENDATIONS

The Board reviewed recommendations made by Safety Benefits after a recent review of the County's loss control program. The County is required to respond to the recommendations within 60 days in order to qualify for a loss control credit on the annual premium through the County's insurer SDPAA.

CLAIMS

Motion by Gabel, second by VanDusen, to approve for payment September payroll claims; all voted aye; motion carried: Commissioners: 10,417.27 total salaries. Auditor: 21,447.77 total salaries. Co. Treasurer: 31,612.15 total salaries. States Attorney: 38,785.29 total salaries. Gov. Buildings: 18,645.86 total salaries; Richard Kohn 2951.04 new hire. Dir. Equalization: 43,421.73 total salaries. Reg. of Deeds: 22,202.34

total salaries. Veterans Service: 10,214.80 salaries. Sheriff: 91,659.76 total salaries; Rusty Mathews 4943.34 step increase. Co. Jail: 111,791.92 total salaries; Shawna Carter 4231.68 step increase; Lindsey Stricherz 4231.68 step increase. Welfare: 6,656.41 total salaries. County Nurse: 4,900.09 total salaries. Co. Park: 12,041.39 total salaries. Ag. Bldg.: 9,403.90 total salaries. Co. Extension: 10,004.47 total salaries. Weed: 4,853.68 total salaries. Planning Board: 374.10 total salaries. Road & Bridge: 97,224.88 total salaries; Lori Deutsch 3885.42 step increase. Emergency Management: 12,596.78 total salaries. Crime Victim: 6,831.96 total salaries. W.I.C.: 4,555.36 total salaries. Total 569,641.91. Breakdown of withholding amounts which are included in the above: S.D. Retirement 51,168.94; S.D. Retirement 68.59 spouse option; S.D. Supplemental Retire. 3115.00 suppl. retire.; Sanford 74,510.02 ins.; Reliance Standard Life Insurance 496.58 life ins.; Delta Dental 6,304.32 ins.; Avesis 881.43 ins.; Nationwide Retire. Sol. 25.29 suppl. retire.; AFSCME Council 65 519.20 employee union dues; AFLAC 4,096.57 ins.; John Hancock 4,965.00 suppl. retire.; AFLAC 848.25 ins.; Watertown United Way 65.00 employee contributions; Office of Child Support 435.00 employee payments; Sioux Valley Credit Union 25,118.07 employee payments; SDRS Supplemental Retirement 4,480.00 Roth retirement; Teamsters Local Union 120 381.00 employee union due; Codington County Deputy Sheriff's Association 120.00 employee union dues; ReliaBank Dakota 38,371.65 federal withholding; ReliaBank Dakota 64,798.94 social security; Credit Collections Bureau 542.72 garnishment; Barbara Curtis 800.00 employee payment.

2021 ANNUAL BUDGET ADOPTION

Motion by Gabel, second by VanDusen, to adopt the 2021 Provisional Budget, as advertised. Subsequent motion by Gabel, second by VanDusen, to amend the 2021 Provisional Budget as follows: Increase Commissioners budget by 1,440.00 for additional costs for Managed IT Services and increase the Welfare budget by \$29,000.00 for potential case management costs; all voted aye; motion carried. Upon vote of the original motion as amended; all voted aye; motion carried.

2021 BUDGET LEVY RESOLUTION

Motion by Gabel, second by VanDusen, to approve Budget Levy Resolution 2020-26; all voted aye; motion carried.

RESOLUTION 2020-26

Adoption of Annual Budget for Codington County, South Dakota.

WHEREAS, (7-21-5 thru 13), SDCL provides that the Board of County Commissioners shall each year prepare a Provisional Budget of all contemplated expenditures and revenues of the County and all its institutions and agencies for such fiscal year, and

WHEREAS, the board of County Commissioners did prepare a Provisional Budget and cause same to be published by law, and

WHEREAS, due and legal notice has been given to the meeting of the Board of County Commissioners for the consideration of such Provisional Budget and all changes, eliminations, and additions have been made thereto,

NOW THEREFORE BE IT RESOLVED, that such provisional budget as amended and all its purposes, schedules, appropriations, amounts, estimates, and all matters therein set forth, shall be approved and adopted as the annual budget of the appropriations and expenditures for Codington County, South Dakota and all its institutions and agencies for calendar year January 1, 2021 and ending December 31, 2021, and the same is hereby approved and adopted by the Board of County Commissioners of Codington County, South Dakota, this 29th day of September, 2020. The Annual Budget so adopted is available for public inspection during normal business hours at the office of the County Auditor,

Codington County, September 29, 2020

Codington County, South Dakota. The accompanying taxes are levied by Codington County for the year January 1, 2021 through December 31, 2021.

Board of County Commissioners of Codington County, South Dakota.

Brenda Hanten
Chair

Lee Gabel
Commissioner

Charlie Waterman
Commissioner

Myron Johnson
Commissioner

Troy VanDusen
Commissioner

ATTEST:

Cindy Brugman
County Auditor

County tax levies within limited levy: General County Purposes \$8,825,886.00, \$3.095 \$'s/1,000.00, total taxes levied by Codington County. As of September 29th, 2020, these levies are not approved by the S.D. Dept. of Revenue & Regulation.

MASKS FOR EMPLOYEES IN THE WORKPLACE

The Board had a discussion on the wearing of masks by employees in the workplace. The Board recommends that all employees wear masks when visiting other offices in the building and while walking in the common areas of all buildings. This recommendation will be sent to all employees.

AUTOMATIC BUDGET SUPPLEMENTS

Motion by Gabel, second by Waterman, to approve the following automatic budget supplements:

<u>Account</u>	<u>Amount</u>	<u>Purpose</u>
226 331.80	5,840.26	PPE Cares Act - revenue
226 222 426.00	5,840.26	PPE Cares Act – disbursement
226 331.99	2,000.00	POD – revenue
223 222 429.50	1,250.00	POD plan mgr – disbursement
101 522 425.00	12,544.37	Memorial Park – ins. reimb.

All voted aye; motion carried.

EXECUTIVE SESSION

Motion by VanDusen, second by Gabel, to enter into executive session at 10:26 a.m., per SDCL 1-25-2, to discuss employee contract negotiations; all voted aye; motion carried. The Board returned to regular session at 11:01 a.m. Human Resource Representative, Natalie Remund, was present for executive session. No action was taken following executive session.

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 11:01 a.m., until 9:00 a.m., Tuesday, October 6th, 2020; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$ _____

CONTRACT

This Agreement, made and entered into this _____ day of _____, 2020 between the Codington County Commission, Watertown, South Dakota, hereinafter called the *Owner*, and Deutsch Excavating, hereinafter called the *Contractor*:

1. WITNESSETH: That the said contractor having been awarded the contract for:

County Road 17-6 Culvert installation Project

Codington County, South Dakota

In accordance with the bid thereof, which is bound herewith, for, in consideration of the premises, of the covenants and agreements and of the payments herein specified to be made and performed by the Owner. The Contractor hereby agrees, under the guarantees and penalty expressed in the attached bond, which are hereby declared and accepted as essential parts of this agreement, to and with the Owner to undertake and execute all of the said named work in good, substantial and workman-like manner, furnish all the materials, all tools and labor necessary to properly perform and complete the project ready for use in strict accordance with the attached *Plans and Specifications*, and any revisions thereto in effect at the time of the signing of this contract and to accept as full compensation therefore the unit prices named in the bid attached hereto and made a part hereof.

2. The prices named in the bid attached hereto are for the completed work and include the furnishing of all materials, labor, tools and appliances, expenses, direct or indirect connected with the proper execution of the work in accordance with the *Plans and Specifications* for the work and maintaining the same until it is accepted by the Owner.
3. It is a condition of this contract, and shall be made a condition of each subcontract entered into pursuant to this contract, that the Contractor and any Subcontractor shall not require any worker employed in the performance of this contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his or her health or safety, as determined under construction safety and health standards, and must comply with drug testing requirements in accordance with D.O.T. anti-drug regulations.
4. During the performance of this contract, the Contractor, for himself, his assignees and successors in interest, hereinafter referred to as the *Contractor*, agrees to the following:

A. HOLD HARMLESS INSURANCE

Contractor to hold harmless the Owner for any and all actions arising performing this project, and Contractor further states and acknowledges under oath that Contractor is self-employed as an independent contractor and is not employed by Codrington County, and therefore when contracting or subcontracting work for the County, that Codrington County is in no way responsible or liable for liability insurance, worker's compensation insurance, federal unemployment taxes, federal income taxes, state income taxes, or social security taxes on Contractor or any Contractor's employees, or any person or persons to which Contractor subcontracts work. Contractor will be personally liable for records and payments of the above listed insurances and taxes on Contractor and Contractor's employees. Contractor will provide Codrington County with a valid certificate of insurance stating that Contractor has public liability and worker's compensation insurance coverage on anyone employed by Contractor.

B. BREACH OF CONTRACT TERMS & SANCTIONS

Contracts/subcontracts shall contain such contractual provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. A sample clause is:

Any violation or breach of the terms of this contract on the part of Contractor/Subcontractor may result in the suspension or termination of this contract or other such action which may be necessary to enforce the rights of the parties of this agreement.

C. CONTRACT TERMINATION

This contract may be terminated by the Owner for default or any other condition or circumstances beyond the control of the Contractor. Termination conditions, the manner by which it will be effected and the basis for settlement are as follows:

This agreement may be terminated by either party upon fifteen days written notice, in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this agreement is so terminated, the Contractor shall be paid in the amount which he has earned up to such date of termination including any reimbursement or terminal expenses then due under the terms of this agreement. Upon termination, the Owner shall be entitled to all work for which there has been payment made to the Contractor and they shall become the property of the Owner. Unless this agreement has been terminated as hereinbefore provided, it shall terminate on completion of the scope of work as defined in the plans and specifications and on final payment of all fees under this agreement by the Owner.

5. This contract with all its forms, plans, specifications and provisions shall

be binding upon heirs, executor, administrator, or assigns of said Contractor and upon the successors or assigns of said Owner as much as if each and all of them had been specifically mentioned.

6. Work shall be completed during the period of October ____ to December 4th 2020.

IN WITNESS WHEREOF: The Chairman having made and executed this contract on behalf of Codington County and caused the seal of said Codington County Commissioners to be hereto affixed and the Contractor has hereunto set his hand and seal the day and year first written above.

(SEAL)

ATTEST _____ BY _____

TITLE _____ TITLE _____

(SEAL)

ATTEST _____ BY _____
Codington County Auditor Chairman, Codington County

CONTRACT

This Agreement, made and entered into this _____ day of _____, 2020 between the Codington County Commission, Watertown, South Dakota, hereinafter called the *Owner*, and Clausen and Sons Construction, hereinafter called the *Contractor*:

1. WITNESSETH: That the said contractor having been awarded the contract for:

County Road 8-1A, 10-1, 23-6 Rip Rap Project
Codington County, South Dakota

In accordance with the bid thereof, which is bound herewith, for, in consideration of the premises, of the covenants and agreements and of the payments herein specified to be made and performed by the Owner. The Contractor hereby agrees, under the guarantees and penalty expressed in the attached bond, which are hereby declared and accepted as essential parts of this agreement, to and with the Owner to undertake and execute all of the said named work in good, substantial and workman-like manner, furnish all the materials, all tools and labor necessary to properly perform and complete the project ready for use in strict accordance with the attached *Plans and Specifications*, and any revisions thereto in effect at the time of the signing of this contract and to accept as full compensation therefore the unit prices named in the bid attached hereto and made a part hereof.

2. The prices named in the bid attached hereto are for the completed work and include the furnishing of all materials, labor, tools and appliances, expenses, direct or indirect connected with the proper execution of the work in accordance with the *Plans and Specifications* for the work and maintaining the same until it is accepted by the Owner.

3. It is a condition of this contract, and shall be made a condition of each subcontract entered into pursuant to this contract, that the Contractor and any Subcontractor shall not require any worker employed in the performance of this contract to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his or her health or safety, as determined under construction safety and health standards, and must comply with drug testing requirements in accordance with D.O.T. anti-drug regulations.

4. During the performance of this contract, the Contractor, for himself, his assignees and successors in interest, hereinafter referred to as the *Contractor*, agrees to the following:

A. HOLD HARMLESS INSURANCE

Contractor to hold harmless the Owner for any and all actions arising performing this project, and Contractor further states and acknowledges under oath that Contractor is self-employed as an independent contractor and is not employed by Codrington County, and therefore when contracting or subcontracting work for the County, that Codrington County is in no way responsible or liable for liability insurance, worker's compensation insurance, federal unemployment taxes, federal income taxes, state income taxes, or social security taxes on Contractor or any Contractor's employees, or any person or persons to which Contractor subcontracts work. Contractor will be personally liable for records and payments of the above listed insurances and taxes on Contractor and Contractor's employees. Contractor will provide Codrington County with a valid certificate of insurance stating that Contractor has public liability and worker's compensation insurance coverage on anyone employed by Contractor.

B. BREACH OF CONTRACT TERMS & SANCTIONS

Contracts/subcontracts shall contain such contractual provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. A sample clause is:

Any violation or breach of the terms of this contract on the part of Contractor/Subcontractor may result in the suspension or termination of this contract or other such action which may be necessary to enforce the rights of the parties of this agreement.

C. CONTRACT TERMINATION

This contract may be terminated by the Owner for default or any other condition or circumstances beyond the control of the Contractor. Termination conditions, the manner by which it will be effected and the basis for settlement are as follows:

This agreement may be terminated by either party upon fifteen days written notice, in the event of substantial failure to perform in accordance with the terms hereof by one party through no fault of the other party. If this agreement is so terminated, the Contractor shall be paid in the amount which he has earned up to such date of termination including any reimbursement or terminal expenses then due under the terms of this agreement. Upon termination, the Owner shall be entitled to all work for which there has been payment made to the Contractor and they shall become the property of the Owner. Unless this agreement has been terminated as hereinbefore provided, it shall terminate on completion of the scope of work as defined in the plans and specifications and on final payment of all fees under this agreement by the Owner.

5. This contract with all its forms, plans, specifications and provisions shall

be binding upon heirs, executor, administrator, or assigns of said Contractor and upon the successors or assigns of said Owner as much as if each and all of them had been specifically mentioned.

6. Work shall be completed during the period of October____ to December 4th 2020.

IN WITNESS WHEREOF: The Chairman having made and executed this contract on behalf of Codington County and caused the seal of said Codington County Commissioners to be hereto affixed and the Contractor has hereunto set his hand and seal the day and year first written above.

(SEAL)

ATTEST _____

BY _____

TITLE _____

TITLE _____

(SEAL)

ATTEST _____

BY _____

Codington County Auditor

Chairman, Codington County

RESOLUTION 2020-27

A RESOLUTION ADOPTING THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN

WHEREAS, the South Dakota Department of Transportation Local Bridge and Improvement Grant Fund requires that in order to be eligible to apply for Bridge Improvement Grant funds, Counties are required to develop a five-year Highway and Bridge Improvement Plan, hereinafter referred to as Plan;

And

WHEREAS, Codington County has utilized the South Dakota Department of Transportation, County Staff, the First District Association of Local Governments, Townships, and the general public in developing the various components of the Plan; and

WHEREAS, the Plan includes maps and lists identifying an inventory of highways and bridges, project needs, and revenue sources; and

WHEREAS, Codington County held a public meeting on September 22, 2020 to solicit input into the Plan, and the citizens who attended expressed an interest in the Plan; and

WHEREAS, the County will be able to use the Plan as a tool to budget for transportation enhancements and better coordinate transportation issues with other entities;

NOW, THEREFORE, BE IT RESOLVED BY THE CODINGTON COUNTY BOARD OF COUNTY COMMISSIONERS THAT THE CODINGTON COUNTY FIVE-YEAR HIGHWAY AND BRIDGE IMPROVEMENT PLAN IS HEREBY ADOPTED AND IS RECOGNIZED AS THE HIGHWAY AND BRIDGE IMPROVEMENT PLAN FOR CODINGTON COUNTY.

Dated at Codington, South Dakota this 6th day of October, 2020.

Brenda Hanten, County Commission Chair

ATTEST:

Cindy Brugman, County Auditor

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Jennifer Matejek

DATE:

9-24-2020

EFFECTIVE DATE:

10-1-2020

POSITION TITLE:

Corrections officer

DEPARTMENT:

CCDC

CURRENT STEP:

13

NEW STEP:

14

CURRENT PAY RATE:

23.92 / 4162.08

NEW PAY RATE:

24.27 / 4214.28

REASONS FOR CHANGE:

Step Increase

EMPLOYEE SIGNATURE

Jennifer Matejek

DEPARTMENT HEAD SIGNATURE

[Signature]

DATE

9-24-2020

COUNTY COMMISSIONERS

DATE

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

SEP 30 2020

CODINGTON COUNTY AUDITOR

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Maria Escamilla

DATE:

9-24-2020

EFFECTIVE DATE:

10-15-2020

POSITION TITLE:

Sergeant Corrections

DEPARTMENT:

CCDC

CURRENT STEP:

11

NEW STEP:

12

CURRENT PAY RATE:

24.55 (E.I.) / 4271.70

NEW PAY RATE:

24.91 (E.I.) / 4334.34

REASONS FOR CHANGE:

Step Increase

EMPLOYEE SIGNATURE

Maria Escamilla

DEPARTMENT HEAD SIGNATURE

[Signature]

DATE

9-24-2020

COUNTY COMMISSIONERS

DATE

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

SEP 30 2020

PERSONNEL TRANSACTION - NEW HIRE/CHANGE OF STATUS

EMPLOYEE NAME :

Kyle Lewis

DATE:

9-24-2020

EFFECTIVE DATE:

9-15-2020

POSITION TITLE:

Corrections Officer

DEPARTMENT:

CCDC

CURRENT STEP:

3

NEW STEP:

4

CURRENT PAY RATE:

19.38 (E.T.)

3372.12

NEW PAY RATE:

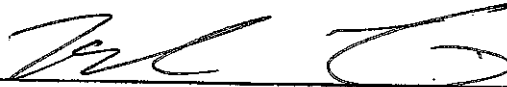
20.00 (E.T.)

3400.00

REASONS FOR CHANGE:

Step Increase

EMPLOYEE SIGNATURE



DEPARTMENT HEAD SIGNATURE



DATE

9-24-2020

COUNTY COMMISSIONERS

DATE

PLEASE SUBMIT FORM TO THE AUDITOR'S OFFICE ONE MONTH PRIOR TO THE EFFECTIVE OR ANNIVERSARY DATE.

FILED

SEP 30 2020

CODINGTON COUNTY AUDITOR