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6/17/25

HUMAN RESOURCES DEPARTMENT
MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: June 17, 2025

*** PERSONNEL ACTION CODE:**

A- Appointment
T - Transfer
P - Promotion
D - Demotion

R-Reclassification
E- End of Probation
S - Separation
O - Other

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Reyes, Maria	Building Services	06-06-2025	Custodian			S	Resigned
Ventura Perez, Jisleny	Juvenile Detention	06-09-2025	Youth Worker-PT	\$22.05/hour	0%	O	Transfer from Part Time-Temp to Part Time
Keegan, James	Sheriff's Office	06-23-2025	Civilian Jailer	\$24.57/hour		A	Job Vacancy Posted on 4/3/25. Per CWA Civilian: Entry Level Salary \$24.57/hr
Tripp, Brendan	Sheriff's Office	06-23-2025	Civilian Jailer	\$24.57/hour		A	Job Vacancy Posted on 4/16/25. Per CWA Civilian: Entry Level Salary \$24.57/hr
Henningfeld, Sheila	Sheriff's Office	06-23-2025	Clerk III	\$28.72/hour	9%=\$2.38/hr	R	Per AFSCME Courthouse-Move from Step 4 to Step 5. Anniversary Date: 7/4/25
Lauters, Dean	Sheriff's Office	06-23-2025	Courthouse Safety & Security	\$24.67/hour	11%=\$2.37/hr	R	Per AFSCME Courthouse-Move from Step 4 to Step 5. Anniversary Date: 7/5/25
Flanders, Kimberly	Building Services	07-31-2025	Custodian			S	Retired

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas HR Director