

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

* PERSONNEL ACTION CODE:

A - Appointment R - Reclassification
 T - Transfer E - End of Probation
 P - Promotion S - Separation
 D - Demotion O - Other

DATE: November 4, 2025

TO: **WOODBURY COUNTY BOARD OF SUPERVISORS**

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Ortiz, Erick	Sheriff's Office	10-30-2025	Civilian Jailer			S	Resigned
Klocke, David	Sheriff's Office	11-10-2025	Courthouse Safety & Security – PT On-call	\$22.97/hour		A	Job Vacancy Posted on 10/8/2025. Entry Level Salary: \$22.97/hr
Sewalson, Debbie	Attorney's Office	12-31-2025	Legal Secretary			S	Retired
Gaarder, Carson	Sheriff's Office	11-17-2025	Civilian Jailer	\$26.04/hour		A	Job Vacancy Posted on 9/17/2025. Per CWA: Entry Level Salary \$26.04/hr
Ross, Dakota	Sheriff's Office	11-17-2025	Civilian Jailer	\$26.04/hour		A	Job Vacancy Posted on 9/17/2025. Per CWA: Entry Level Salary \$26.04/hr

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas

The above and foregoing
having been submitted
is disposed of as follows:

VOTE

NOV 04 2025

OK	<u><i>Danny A. Thompson</i></u>	NO	_____
OK	<u><i>Keith T. Canyon</i></u>	NO	_____
OK	<u><i>[Signature]</i></u>	NO	_____
OK	<u><i>[Signature]</i></u>	NO	_____
OK	<u><i>[Signature]</i></u>	NO	_____

Witness