

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: February 17, 2026

*** PERSONNEL ACTION CODE:**

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

TO: WOODBURY COUNTY BOARD OF SUPERVISORS

NAME	DEPARTMENT	EFFECTIVE DATE	JOB TITLE	SALARY REQUESTED	% INCREASE	*	REMARKS
Gaarder, Carson	Sheriff's Office	02-18-2026	Civilian Jailer	\$26.04/hour	0%	O	Change Status from FT-Temp to Regular FT
Ross, Dakota	Sheriff's Office	02-18-2026	Civilian Jailer	\$26.04/hour	0%	O	Change Status from FT-Temp to Regular FT

APPROVED BY BOARD DATE: _____

MELISSA THOMAS, HR DIRECTOR:

Melissa Thomas, HR Director

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

VOTE

FEB 17 2026

OK	<i>[Signature]</i>	NO	_____
OK	<i>[Signature]</i>	NO	_____
OK	<i>Rent T. Capar</i>	NO	_____
OK	<i>[Signature]</i>	NO	_____
OK	<i>[Signature]</i>	NO	_____