# HUMAN RESOURCES DEPARTMENT

# MEMORANDUM OF PERSONNEL TRANSACTIONS

**DATE: April 21, 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 |
|---|---|---|---|---|---|---|---|
| Hostetler, Scott | Secondary Roads | 04-27-2026 | Equipment Operator | $28.72/hour | 3%=$0.86/hr | R | Per CWA Roads: Move from Probationary to Step 1. Anniversary Date: 4/29/26 |
| Wenzel, Morgan | Secondary Roads | 04-27-2026 | Motor Grader Operator | $29.03/hour | 3%=$0.87/hr | R | Per CWA Roads: Move from Probationary to Step 1. Anniversary Date: 5/3/26 |
| Hollingshead, Dawna | Sheriff's Office | 04-27-2026 | Clerk III | $29.58/hour | 9%=$2.45/hr | R | Per AFSCME Courthouse- Move from Step 4 to Step 5. Anniversary Date: 5/6/26 |
| Houts, Glen | Mental Health | 04-27-2026 | Mental Health Advocate - FT | $33.02/hour | 10%=$3.02/hr | P | Promotion |
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The above and foregoing having been submitted is disposed of as follows:

VOTE

APR 2 1 2026

**APPROVED BY BOARD DATE:** _____

**MELISSA THOMAS, HR DIRECTOR:** Melissa Thomas HR Director

OK _____ NO _____

OK _____ NO _____

OK _____ NO _____

OK _____ NO _____

OK _____ NO _____