

HUMAN RESOURCES DEPARTMENT

4

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: May 5, 2026

\* 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
Messerschmidt, Haley	Attorney's Office	03-02-2026	Assistant County Attorney	\$132,379.00/year	7%=\$8,390.00/yr	R	Per AFSCME Attorney - Move from Step 9 to Step 10. Anniversary Date: 3/15/26.
Thomas, Melissa	Human Resources	<del>04-27-2026</del> 5-1-26	Director	\$118,386.72/year	9%=\$10,000/yr	O	Salary Increase
Palsma, Kurtus	Secondary Roads	04-29-2026	Summer Engineering Aide- Temp	\$20.00/hour		A	Job Vacancy Posted on 02/25/26. Temp- Not to Exceed 120 Days.
Dunnington, Collin	Secondary Roads	05-06-2026	Summer Laborer - Temp	\$17.50/hour		A	Job Vacancy Posted on 2/25/26. Temp- Not to Exceed 120 Days.
Fitch, Margaret	Auditor	05-06-2026	Election Clerk - On Call	\$19.82/hour		A	Job Vacancy Posted on 4/20/26. Entry Level Salary: \$19.82/hr.
Clay, Debra	Auditor	05-06-2026	Election Clerk - On Call	\$19.82/hour		A	Job Vacancy Posted on 4/20/26. Entry Level Salary: \$19.82/hr.
Ackerman, Vicki	Auditor	<del>05-06-2026</del> 5-13-26	Election Clerk - On Call	\$19.82/hour		A	Job Vacancy Posted on 4/20/26. Entry Level Salary: \$19.82/hr.
Bonstead, Pamela	Auditor	<del>05-06-2026</del> 5-13-26	Election Clerk - On Call	\$19.82/hour		A	Job Vacancy Posted on 4/20/26. Entry Level Salary: \$19.82/hr.
Stratmeier, Rebecca	Auditor	<del>05-06-2026</del> 5-6-26	Election Clerk - On Call	\$19.82/hour		A	Job Vacancy Posted on 4/20/26. Entry Level Salary: \$19.82/hr.

Pauley, Nolan	Sheriff's Office	05-11-2026	Civilian Jailer – FT Temp	\$26.04/hour		A	Job Vacancy Posted on 2/18/26. Entry Level Salary: \$26.04/hr
Rios, David	Sheriff's Office	05-11-2026	Civilian Jailer	\$26.04/hour		A	Job Vacancy Posted on 2/25/26. Entry Level Salary \$26.04/hr
Hauptmann, Dawson	Sheriff's Office	05-11-2026	Civilian Jailer	\$26.04/hour		A	Job Vacancy Posted on 3/18/26. Entry Level Salary: \$26.04/hr
Hattermann, Madison	Sheriff's Office	05-11-2026	Civilian Jailer	\$26.98/hour	4%=\$0.94/hr	R	Per CWA Civilian-Move from 3 <sup>rd</sup> Class to 2 <sup>nd</sup> Class. Anniversary Date: 5/15/26
Lokhorst, Taryn	Sheriff's Office	05-11-2026	Civilian Jailer	\$26.98/hour	4%=\$0.94/hr	R	Per CWA Civilian-Move from 3 <sup>rd</sup> Class to 2 <sup>nd</sup> Class. Anniversary Date: 5/15/26
Francisco Pablo, Maria	Sheriff's Office	05-11-2026	Civilian Jailer	\$26.98/hour	4%=\$0.94/hr	R	Per CWA Civilian-Move from 3 <sup>rd</sup> Class to 2 <sup>nd</sup> Class. Anniversary Date: 5/15/26
Gilreath, Jacob	Secondary Roads	05-11-2026	Civil Engineering Intern	\$3,570.33/bi-weekly	3%=\$103.99 bi-weekly	R	Rate Increase Per Wage Matrix – Anniversary Date: 5/18/26
Ventura Perez, Jisleny	Juvenile Detention	05-11-2026	Youth Worker	\$23.62/hour	4%=\$0.91/hr	R	Per AFSCME Juvenile – Move from Step 1 to Step 2. Anniversary Date: 5/21/26

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

MAY 05 2026

OK \_\_\_\_\_ NO \_\_\_\_\_

OK \_\_\_\_\_ NO \_\_\_\_\_

OK *Kat T. Cuyper* \_\_\_\_\_ NO \_\_\_\_\_

OK \_\_\_\_\_ NO \_\_\_\_\_

OK \_\_\_\_\_ NO \_\_\_\_\_