

HUMAN RESOURCES DEPARTMENT

MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: August 25, 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
Masuen, Kennedy	Attorney's Office	07-31-2026	Intern			S	End of Temp Appointment
Williams, Keondre	Secondary Roads	08-21-2026	Summer Laborer			S	End of Temp Appointment
Sanford, Blasé	Secondary Roads	08-21-2026	Engineering Aide			S	End of Temp Appointment
Gates, Kyle	Secondary Roads	08-25-2026	Assistant to the County Engineer			O	Add 4 hours to Vacation Bank for Blood Donation.
Rucker, Kelsey	Attorney's Office	08-26-2026	Legal Secretary	\$26.85/hour		A	Job Vacancy Posted on 6/24/26. Entry Level Salary: \$26.85/hr
Palsma, Kurtus	Secondary Roads	08-28-2026	Engineering Aide			S	End of Temp Appointment
Reiners, Teagan	Secondary Roads	08-28-2026	Engineering Aide			S	End of Temp Appointment
McGill, Eric	Secondary Roads	08-28-2026	Summer Laborer			S	End of Temp Appointment
Stewart, Lisa	Treasurer	09-14-2026	Senior Clerk	\$28.28/hour	1%=\$0.34/hr	T	Job Vacancy Posted on 2/13/26. Transfer from Auditor Clerk III to Treasurer Senior Clerk.

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

AUG 25 2026

OK	<u>[Signature]</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____
OK	<u>[Signature]</u>	NO	_____
OK	_____	NO	_____