

# HUMAN RESOURCES DEPARTMENT

## MEMORANDUM OF PERSONNEL TRANSACTIONS

DATE: October 22nd, 2024

**\* 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
Launsby, Traci	Juvenile Detention	10-14-2024	PT Youth Worker			S	Resignation
Hollingshead, Dawna	Sheriff's Office	10-28-2024	Clerk III	\$26.34/hour	5%=\$1.28/hr	R	Per AFSCME: Step Increase from Step 3 to Step 4. Anniversary Date: 11/6/24

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

OCT 22 2024

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

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

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

OK Law & Public NO \_\_\_\_\_

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