

## Personnel Committee

Meeting called to order at 2:00 pm

July 19, 2024

In attendance: Terry Jeffrey, Jill Crafton, Dorothy Pedersen

Agenda approved. Prior minutes approved prior to BOM meeting this week.

### New Business:

1. Organization chart revision: The committee reviewed the past 3 years of organizational charts. With the change of District Administrator, COVID, the Soil Health initiative, and progress through the 10 year plan, DA Jeffery proposed potential changes, adding a Regulatory Program Manager and adding an additional educational specialist. These positions are currently distributed among the staff and the DA. These positions are included in next years' budget plan, and would allow the staff to further develop programs from the Board's direction. The HR committee concurred, and encouraged the DA to further consider needs the Spring Road property might create, as well as the ground water initiative and upcoming projects in the 10-year plan. Any potential additional positions will be included in the DDA salary survey, so we have recent benchmark data to support grade and salary levels, if needed. We should know the expected date of the survey release shortly.
2. The District Administrator would like to supplement his knowledge base in accounting principles/practices for public organizations, as reported at the last meeting. He will be taking 3 classes available through the League of MN Cities on budgeting, budgeting for elected officials, and taxes. In addition, he will be taking at least 2 offerings through North Risk Partners, our benefits provider, on the FMLA and personnel law updates. The North Risk classes are available at free/low cost as part of our benefits package.
3. Personnel Handbook: the staff has been asked to review the handbook for changes needed. DDA will be asked for a bid to review/help re-write the handbook, as well as a bid from Smith Partners or their recommended legal partners. There is money in the 2025 budget for the revision of the Personnel Handbook.

Meeting adjourned at 3:00 pm.

Next Personnel Committee meeting: TBD, as needed with the salary/benefits survey and handbook revisions.