

Personnel Committee

Meeting called to order at 2:05 pm

August 19, 2022

In attendance: Terry Jeffery, Amy Bakkum, Jill Crafton, Dorothy Pedersen, Zach Dickhausen, Josh Maxwell

Agenda approved and minutes accepted from last meeting.

Items Discussed:

1. The draft work plan of the District Administrator was presented. Terry has set up a new format for the work plan, which looks to be more straightforward with specific tasks/actions, outcomes, resources needed and potential impacts on the budget. It includes Human Resources, Accounting and Budgeting, Planning/Partnerships, Governance and Project Management. Terry had completed most of the Goals; Project management was an area he needs staff input, but will complete and submit to the BOM with the remainder of the work plan. Public Administration educational programs were discussed; Terry will send info on the potential programs within the 5-state region; the committee thought a Minnesota program might be more valuable than those out-state. Some of the programs are online; the Minnesota program is a weekend format. It was agreed we'd discuss the potential programs at the next HR committee meeting to present to a BOM upcoming meeting. Terry will also outline broadly a back-up plan for his position, with fine details coming later when there is more time. Terry is currently registered to take a communications course in dealing with difficult situations/people; the option of a job coach will also be discussed in an upcoming Personnel Committee meeting after potential options are researched from the League of Minnesota Cities staff.
2. Review of Communications Manager job description as proposed by Terry Jeffery was discussed. The description was corrected and some wording changed. It will be presented to the BOM at the next meeting.
3. Review of the Natural Resources Coordinator job description, with a few corrections such as the addition this job is back-up to the Water Resources Coordinator and Fisheries Manager. It will be presented to the BOM at the next meeting.
4. Discussion of a potential Office Administration Assistant was presented by Terry; currently our meeting minutes are prepared by an outside consultant at a

rough cost of \$24K a year. This function could be brought in to RPBCWD, along with additional help for the Office Administrator and a variety of other tasks. Terry will reach out to Legal Counsel for advice on whether we can bring this function into the RPBCWD.

5. A revised Organization Chart was presented, but is not detailed enough for HR purposes. Terry will revise with grade levels and general responsibilities, and present at the next Personnel Committee meeting, along with the RPBCWD Compensation analysis chart.

Upcoming topics:

6. The 2023 HR Budget and inflationary pay increases, after shared info from other metro watersheds is received.

Meeting adjourned at 3 pm.

Next Personnel Committee: TBD, based on schedules.