

Personnel Committee Special meeting

Meeting called to order at 9:03 am

August 11, 2023

In attendance: Terry Jeffrey, Amy Bakkum, Jill Crafton, Dorothy Pedersen,

Public in attendance: Andrew Aller, CAC

Agenda approved.

No Old Business; New Business Items Discussed:

1. The current Organization chart was reviewed; Terry presented changes/additions to staff that were approved last fall by the Board.
2. Current Staffing needs: the Stewardship/Groundwater Coordinator is proposed to be filled, as was approved last November. Terry would like a change to the job duties for this position and the Education & Outreach Coordinator position. The E&O position would assume the management of the watershed stewardship grants for the public, thereby taking that responsibility from the Communication Manager's job, giving her more time to focus on the larger, long range communication projects. With the transfer of job duties, the E&O position was compared to the position/salary surveys from Nine Mile Creek, last year's Gallagher survey, and Forest/Comfort Lake surveys. The Committee recommended the E&O position should adjust up one grade level with the increase in job duties, to Grade 5, with a salary adjustment of 10%, bringing the current employee in the position to below midpoint. Eleanor's current review schedule is May; the salary adjustment would be made October. Our current Green Corp member, Aliana Portuguese, will complete her time with us this month; Terry would like to hire Aliana permanently in the position of Stewardship/Groundwater Coordinator beginning September 1, a bit above starting pay for Grade 4, due to Aliana's year of service with us, and her educational background. She would have a 6-month review, our current practice for new employees, then annually in September. The job descriptions for these positions will be reviewed by Personnel Committee members and sent back to Terry to finalize. Both positions would report directly to the Communications Manager, Liz Forbes, with reviews and duties supervised by her.
3. A Water Resources Tech Specialist 1 was proposed as a full-time employee last fall and approved. None of the summer interns in this position will be staying

on. DA Jeffery will post this opening as approved, at Grade 4. Our Water Resources/Fisheries Manager Josh will supervise this position.

Upcoming topics:

The 2024 compensation structure; 2024 benefits package; Personnel Committee to set calendar dates; Personnel handbook (still on hold, waiting for BWSR/MW to complete their handbook); DA check-in (school and job coach).

Meeting adjourned at 10:58 am.

Next Personnel Committee: October 2023