

Personnel Committee

Meeting called to order at 2:03 pm

September 23, 2022

In attendance: Terry Jeffrey, Amy Bakkum, Jill Crafton, Dorothy Pedersen, member of public "TM"

Agenda approved and minutes accepted from last meeting.

No Old Business; New Business Items Discussed:

1. The Revised Organization chart was reviewed and approved with changes made from the August meeting.
2. Job Coach: After contacting the League of Minnesota Cities for recommendations, Dorothy contacted 5 Executive Coaches to gather information. The experience level, cost and focus of each varied; some worked exclusively on conflict resolution, others with new hires or a focus on a specific need. It was decided to wait until after DA's six-month review to determine what performance skills needed to be addressed. After the review, the committee will find 2-3 choices, get approval from the BOM, and let the DA decide which coach best fits.

Discussion items:

1. Salary Survey status: Terry received a new salary survey just completed by Nine-Mile Creek Watershed District today; he will share the survey with the Committee members. We also have the 2020 MCWD salary list, as well as the Forest-Comfort Lake Salary survey performed by Gallagher July 2021. All three surveys will be shared with the committee before the next meeting. Our Compensation Structure will need to be updated, as increases were put on hold during the pandemic. The most recent Comp Structure (2019-2020) will be distributed and grades analyzed in comparison with the three surveys. Any recommended changes will be presented to the BOM at the November meeting. There are a few employees who have reviews scheduled before the end of this year—they will need to be addressed as well.
2. Long term Staffing needs for RPBCWD: a Water Resources Tech Specialist 1 is proposed as a seasonal employee next summer, with the potential to become a full-time permanent employee; the Stewardship/Groundwater

Coordinator is proposed to be filled in the Fall of 2023. An Office Assistant is proposed for first quarter 2023. The job description for this position will be reviewed by the Personnel Committee at the next meeting. Terry will also discuss the idea of in-house staff providing note-taking services with legal. Good survey data exists for this position from all three salary surveys we will be utilizing for the compensation analysis.

3. Professional Services: A discussion of RPBCWD needs followed. Because our existing compensation plan was formulated on basic Comp plan practices, it was decided the watershed did not need to have our entire system reviewed. Manager Pedersen discussed costs for such an analysis from three Compensation consultants recommended by the League of Minnesota Cities—cost would be in the \$150-\$300/hour range. A simple analysis of our current grade salaries would be in the \$1500-3000 range. The Committee felt it was unnecessary to undertake such expenses at this time, instead utilizing the information with which we already have access.

Upcoming topics:

3. The 2023 Compensation Structure; 2023 Benefits Package, Office Assistant job description.

Meeting adjourned at 2:45 pm.

Next Personnel Committee: October 14, 2022 at 1:30.